

COMMITTEE ON
INSTRUCTION







Remove rod in front of book, take out the sheets to be typewritten and return rod to former position; place written sheets in back of book in consecutive order, and when all are written and thus filed the rods may be broken and the book locked.

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MINUTES of MEETING. COMMITTEE on INSTRUCTION. October 4, 1917

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at half past three o'clock to-day.

Present-Mr. Search, Mr. Jenks, Mr. McIlhenny, Mr. Bond, Mrs. Sinnott, Mrs. Roberts, Mrs. John Wister, Mrs. Hipple. President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and the thanks of this Committee were voted for the various donations noted therein. *(letters sent as noted on the copy of the Report as filed)*

The following communications were received-

from Mr. Seeler, explaining absence and submitting bill of C.C. Boulden for plaster-work on outer wall of studio over the auditorium, with his approval.

The bill of C.C. Boulden, submitted by Mr. Seeler, was approved and referred to the Executive Committee.

from Tom Cavanagh, asking for the return of tuition fee paid.

On motion duly seconded, the return to Mr. Cavanagh of the amount of tuition fee paid, less a matriculation fee of five dollars, was authorized. *(see letter to Mr. Allan, Oct. 9)*

Reports of Committees.

Mr. Bond, for the Committee on School Building, reported corroborating and supplementing Mr. France's Report, and also reported to the same effect on behalf of the Committee on Heat Light and Power.

For the Committee on Pottery, Mrs. Hipple reported progress, and that the installation of the proposed kiln should, in that Committee's judgment, be deferred for the present.

For the Committee on Jacquard and Printed Fabrics, Mrs. John Wister reported progress.

For the Committee on Cotton Manufacture, Mr. Jenks reported progress.

For the Committee on Publicity, Mr. McIlhenny reported the Committee's recommendation that sixty dollars be expended in advertising in a South American journal, and on motion, duly seconded, this expenditure was authorized.

For the Committee on Students' Loan Fund, Mrs. Sinnott reported progress.

For the Committee on Scholarships at the disposal of the Associate Committee of Women, Mrs. Roberts reported in some detail the activities of the Committee. The scholarships

at the disposal of the Committee were reported as filled with two exceptions, an application for one of the vacant places being under consideration at present. She called attention to a letter which she has received from Richmond, Va., asking whether a free scholarship could not be placed at the disposal of the authorities of that city.

Special
Scholarships
authorized.

The Chairman reported recent cases in which he was compelled to grant certain special scholarships in recognition of ~~the~~ services in the interest of the increased appropriation made by the State Legislature. On motion, duly seconded, it was ordered that the President's action in granting Special Scholarships to properly qualified students, after the State Scholarships had all been filled, was approved.

Bills.

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The Chairman explained the increase in the salary list which he had been compelled to make in order to retain certain teachers who had received tempting offers during the vacation season, to go elsewhere.

On motion, duly seconded, the President's action in adjusting the salaries of instructors was referred to the Executive Committee with a favorable recommendation.

The meeting was then adjourned,

Leslie W. Mullins

Secretary.

Minutes of Meeting, Committee on Instruction. November 1, 1917

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad and Pine Streets, Philadelphia, at half past three o'clock to-day.

Present: - Mr. Search, Mr. Jenks, Col. Harrison, Mr. McIlhenny, Mr. Bond, Mr. Seeler, Mrs. Thomas Roberts, Mrs. John Wister, Mrs. Shillard-Smith, Mrs. Meigs.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received:-

from Mr. Sullivan, explaining absence.

" Mr. Allan, Registrar, recommending a refund of \$3.50 to Miss Adele Low, registered in the Evening class, who cannot attend longer because of work. This refund was authorized. *Refuse to Mr. Allan*

Reports Mr. Bond, for the Committee on Heat Light & Power, reported progress.

Committees. " " " " " " School building, " "

Mrs. John Wister, " " " " Jacquard & Printed Fabrics, " "

Mr. Jenks, " " " " Cotton Manufacture, " "

Mr. McIlhenny, " " " " Publicity, " "

Mr. Seeler, " " " " Modelling & Carving, " "

Mrs. Shillard-Smith, " " " " Illustration, " "

Mrs. Roberts, for the Committee on Scholarships at the disposal of the Associate Committee of Women, reported satisfactory progress, especially with reference to maintaining a high standard of qualifications in making appointments, which now were limited to pupils who had already worked in this School.

Signs for Front of Building. On motion duly seconded the matter of signs for the front of the building, reference to which was made in Mr. France's Report, was referred to the Special Committee having this matter in charge with a request that this Committee report its recommendations regarding the matter at the next meeting. The Chairman announced that this Committee consisted of Mr. Seeler, Mr. Bond, Mr. McIlhenny, Mrs. Shillard-Smith. *✓ letter to Mr. Seeler NOV 1 - 1917*

Salaries. The Chairman reviewed his action in readjusting the salaries of Instructors during the Summer, and suggested that Mr. Stratton's salary be increased \$500.00 a year.

On motion duly seconded it was ordered that the recommendation be made to the Executive Committee to increase Mr. Stratton's salary \$500.00 a year, beginning with the current School-year.

The meeting was then adjourned,

Leslie M. Miller

Secretary

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Sts., Philadelphia, at half past 3 o'clock P.M., to-day.

Present:- Mr. Search, Mr. Jenks, Mr. Wood, Col. Harrison, Mr. Bond, Mr. McIlhenny, Mrs. Harrison, Mrs. Sinnott, Mrs. Hipple, Mrs. Meigs, Mrs. Jones Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. The Chairman supplemented the reference to Teresa Magee in Mr. France's report by expressing his profound appreciation of her character and of the quality and extent of her long service in the Textile School.

The matter of increased facilities for the storage and disposition of ashes from the boiler-house, as recommended in Mr. France's report, was referred to the Committee on School Building for investigation and report.

Communications. The following communications were received:-

from Mr. Seeler, explaining absence and embodying the report of the Committee appointed at the November meeting to consider the matter of signs in front of the School building. On motion, duly seconded, the matter of the signs was referred to the Committee having the matter in charge, with power to act, and with a recommendation that the lighting of the signs be deferred for the present. *letter to Mr Seeler DEC 8 = 1917*

Signs.

Fees

refunded.

from the Registrar, recommending refunds of fees as follows to students who are unable to attend;

Ruth Winifred Morse.....\$ 16.00

Susan Darrach..... 10.

On motion duly seconded, the recommendations were approved and the refunds were authorized. *letter to Mr Allan*

Exemption of Teachers.

The subject of the exemption of teachers who might be called for service was discussed at length. It was the sense of the Committee that it was highly probable that applications for the exemption of our teachers called for service would be favorably considered by the Government officials if presented by the School authorities at the proper time. *letter to Mr France DEC 8 = 1917*

Reports of Committees.

Mr. Bond, for the Committee on School Building reported, supplementing Mr. France's report regarding ashes, and recommended that the Committee be given power to act. On motion, duly seconded, the recommendation was approved.

letter to Mr Bond

Mr. Wood, for the Committee on Weaving & related branches, reported progress.
Mrs. Harrison, for the Committee on Furniture & Metal-work, reported progress.
Mrs. Hipple, for the Committee on Pottery, reported progress.
Mr. Jenks, for the Committee on Cotton manufacture " "
Col. Harrison, for the Committee on Chemistry & Dyeing " "
Mr. McIlhenny, for the Committee on Publicity, reported very satisfactory progress, and attributed the increased attendance at the Museum to the influence of the cards in the street-cars.
Mrs. Sinnott, for the Committee on Students' Loan Fund, reported progress.

Bills
approved.

The bills presented by the Principal as part of his report were approved and referred to the Executive Committee with the recommendation that they be paid.

Adjournment.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. January 3, 1918

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Sts., Philadelphia, at half past three o'clock P.M. to-day.

Present; - Mr. Search, Mr. Jenks, Mr. Bond, Mr. McIlhenny, Mrs. Roberts, Mrs. Jones Wister, Mrs. Shillard-Smith, Mrs. John Wister, Mrs. Sinnott, Mrs. Meigs.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and a letter of thanks to the Saco-Lowell Machine Shop for remodelling the worsted-spinning machinery donated by this Company nearly twenty years ago, as recommended by Mr. France in his Report, was authorized.

Communications. The following communications were received: -
from Mr. Wood, explaining absence.

" Mr. Seeler, explaining absence, and asking whether the bill of John S. Townsend on account of the "For Sale" sign for the lot at Broad Street and Allegheny Avenue has been paid; also asking whether this sign may now be erected on that property.

A copy of the Secretary's reply was submitted explaining that the bill is taking the usual course, and that the matter of erecting the sign will be brought before this meeting.

Mr. Seeler's request for instructions regarding the placing of the "For Sale" sign was referred to the Executive Committee.

Reports of Committees. Mr. Bond, for the Committee on School Building reported progress and that the matter of increased facilities for removing ashes was receiving attention.

Mrs. John Wister, for the Committee on Jacquard and Printed Fabrics, reported progress.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mr. McIlhenny, for the Committee on Publicity reported progress.

6
Mrs.Sinnott,for the Committee on Students' Loan Fund reported progress.

Mrs.Roberts,for the Committee on the Associate Committee of Women's Scholarships,reported very satisfactory progress, an apparently deserving application for the one existing vacancy in these scholarships being at present under consideration by her Committee. '

The meeting was then adjourned.

Levi W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. February 7, 1918

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present:-Mr. Search, Mr. Jenks, Col. Harrison, Mr. McIlhenny, Mr. Seeler, Mr. Bond, Mrs. Blankenburg, Mrs. Sinnott, Mrs. Roberts, Mrs. Harrison, Mrs. Jones Wister, Mrs. Meigs.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The Chairman discussed the question raised by the reference on the Principal's Report to the possible need of providing special instruction in shorter courses. He also discussed the possible need of reorganization of all such schools as this as State institutions, as was being done in Massachusetts where a clause in the new State Constitution forbids State appropriations to private institutions.

The following communications were received:-

from Mrs. John Wister, by phone, explaining absence.

Salary of the Librarian. " Mrs. Logan, Chairman of the Committee on Library of the Associate Committee of Women, requesting an increase in the salary of Miss Berg, Librarian of the School, to \$1,095.00 a year. On motion, duly seconded, it was resolved to recommend to the Executive Committee that this increase be granted.

" the Associate Committee of Women, through Mrs. Grove, Secretary, suggesting that the same privileges regarding extension of scholarships be accorded women students serving as drafts-women &c as have been given young men "absent on service."

A copy of the Secretary's reply was appended, explaining that the privilege in question is extended only to young men entering the Military or Naval service of the United States by draft or enlistment, also promising to bring Mrs. Grove's letter to the attention of this Committee.

The Secretary's correspondence with the Governor and with the Board of Education, on which the above decision was based was also submitted.

reports
of
Committees.

Mr. Bond,	for the Committee on School Building,	reported progress.
" " " "	" " " "	" Heat & Power, " "
" Seeler, " "	" " " "	" Modelling & Carving, " "
Mrs. Harrison, " "	" " " "	" Furniture & Metal-work, " "
Mr. Jenks, " "	" " " "	" Cotton Manufacture, " "
Col. Harrison, " "	" " " "	" Chemistry & Dyeing, " "
Mr. McIlhenny, " "	" " " "	" Publicity, " "
Mrs. Sinnott, " "	" " " "	" Students' Loan Fund, " "
" Roberts, " "	" " " "	" Scholarships at disposal of the
	Associate Committee of Women,	reported progress.

Bills.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee, with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 7, 1918

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present; - Mr. Search, Mr. Jenks, Mr. Seeler, Mr. Sullivan, Mrs. Harrison, Mrs. John Wister, Mrs. Jones Wister, Mrs. Shillard Smith.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

On motion, duly seconded, it was voted to refund \$30.00 of the tuition fee paid by A. Gabor as recommended by the Registrar.

✓ Mr. Allan notified 3-B-

The Evening Class, as proposed by Mr. Stratton for training sailors and marines in sketching and the graphic work required by the members of the Fire Control at League Island, was authorized, the classes to meet one evening a week at such times and for such a period as may be determined by Mr. Stratton; it being understood that the School is to be put to no expense except the lighting and care of the rooms. ✓ Mr. Stratton notified 3-B-

The following communications were received:

from Mr. Wood, Col. Harrison, Mr. McIlhenny, Mrs. Sinnott and Mrs. Weids, explaining absence.

Mr. Seeler for the Committee on Modeling & Carving reported progress.
Mrs. Shillard Smith " " " " Illustration, " "
Mrs. Harrison " " " " Furniture & Metal-work " "
Mrs. John Wister, " " " " Jacquard & Printed Fabrics reported progress and submitted samples of material for Gas Masks manufactured by one of the former students of the Textile School.

The Secretary was instructed to write to Mr. Bond, Chairman of the Committee on School Building, regarding the importance of proceeding with the improvement of the facilities for removing ashes.

✓ Letter sent Mr. Bond 3-B

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. April 4, 1918

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at 3.30 o'clock P.M. to-day.

Present; -Mr. Search, Mr. Jenks, Mr. Wood, Col. Harrison, Mr. McIlhenny, Mr. Seeler, Mr. Bond, Mrs. Harrison, Mrs. Sinnott.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

On motion, duly seconded, Mr. France's request for a conference on entrance requirements and curriculum was referred to the President, the Principal, and the Director of the Textile School. *see letter to Mr. France APR 5-1918*

The recommendation in Mr. Stratton's report regarding the substitution of consecutive for alternate evenings for the work of the evening classes was referred to the same committee, with the addition of Mr. Stratton. *letter to Mr. Stratton*

The suggestion that the public Commencement Exercises be dispensed with was discussed, as the result of which it was, on motion duly seconded, decided to hold the Commencement as usual, and the arrangements made by the Principal were approved and confirmed.

On motion duly seconded, it was ordered that students called for military or naval service after this date and before the end of the current school year whose records at the time they are called are satisfactory, shall be given credit for the full years work. *Mr. France & Mr. Stratton notified APR 5-1918*

On motion duly seconded it was voted that a letter of thanks be sent to Mr. Fitch, as recommended in Mr. France's report. *letter to Mr. Fitch APR 5-1918*

On motion duly seconded it was voted that Mr. Fitch's donation, ^{\$100} be set aside for some special service, to be designated hereafter. (see Note)

On motion duly seconded the matter of providing special instruction in textiles with particular reference to the needs of the war as recently suggested by government officials was referred to the President, the Principal and the Director of the Textile School for investigation and report.

The following communications were received; -

from Mrs. Meigs and Mrs. Jones Wister, explaining absence.

from Ruth Hobart asking for a refund of tuition fee. A refund of \$28.00 as recommended by Mr. Allan, was authorized.

Committee
on
War Work

reports
f
ommitt-
es.

Mr. Bond for the Committee on School Building reported progress regarding the facilities for the removal of ashes.

Mr. Bond, for Com. on Heat, Light & Power, reported progress.

Mr. Wood, " "	" Weaving & related branches "	" "
Mr. Seeler, " "	" Modelling & Carving, "	" "
Mrs. Harrison, "	" Furniture & Metal-work, "	" "
Mr. Jenks, " "	" Cotton Manufacture. "	" "
Col. Harrison, "	" Chemistry & Dyeing, "	" "
Mr. McIlhenny, "	" Publicity, "	" "
Mrs. Sinnott, "	" Students' Loan Fund, "	" "

Mr. Seeler for the Committee on Signs reported by stating the nature of the problem involved and submitted estimates for the work which he had received from two firms.

On motion duly seconded the matter was referred to the Executive Committee with a recommendation that the signs be in gold, the expense not to exceed \$252.00

The Principal reported the purchase of 54 new chairs for the auditorium at \$1.30 each. The Principal's action in this matter was approved.

lls. The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller
Secretary.

Note. At the meeting of the Executive Committee held on April 11 the Secretary was instructed to correct the minutes of this meeting by inserting in the paragraph recording the donation of \$100. to the Textile School by Mr. F. F. Fitch the words
"the fund to be known as the Fitch Fund."

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at 3.30 o'clock P.M. to-day.

Present: Mr. Search, Mr. Wood, Col. Harrison, Mr. McIlhenny, Mrs. Harrison, Mrs. Shillard Smith.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The recommendations that the final examinations in the Textile School be suspended, and that the Summer class in the Art School co-operate with the National Security League in the patriotic training for teachers, as noted in the reports of Directors France and Stratton, were approved. *letters to Mr Stratton & Mr France MAY 3 - 1918*

The thanks of the Committee were voted to the donors of the various gifts to the institution as noted in the Principal's Report, and especial thanks were voted to Mr. Fairchild as requested by Mr. France. *✓ letters sent MAY 3 - 1918*

The matter of necessary repairs to the building during the summer was referred to the Committee on Building with power to act. *letter to Mr Bond MAY 3 - 1918*

Communications explaining absence were received from Mr. Jenks, Mr. Seeler, Mr. Sullivan, Mrs. Sinnott, Mrs. Roberts.

Mr. Wood, for the Committee on Weaving & Related Branches reported progress.
Mrs. Harrison " " " Furniture & Metal Work " "

Mrs. Shillard Smith " " " Illustration presented a written report from Mr. Oakley, Instructor in charge of this class, giving in considerable detail an encouraging account of its work.

Col. Harrison, for the Committee on Chemistry & Dyeing reported progress.
Mr. McIlhenny " " " " " " " " " " " "

Miss Lea, for the Committee on Students' League House, through the Chairman to whom she had sent a letter, reported to the effect that it had been found necessary to close the House at the end of the current school year.

Committee on War Work For the Committee to consider the proposal to provide special instruction in connection with needs occasioned by the war, the Chairman reported progress, and on motion duly seconded Mr. McIlhenny was added to this Committee and the Committee was given power to act. *letters to Mr Search & Mr McIlhenny MAY 3 - 1918*

On motion duly seconded it was resolved that when this meeting adjourns it shall be adjourned until the first Thursday in October.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie W. Miller

Secretary.

Minutes of Meeting. .Committee on Instruction. October 3, 1918

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia at 3.30 o'clock P.M. to-day.

Present; -Mr. Search, Mr. Jenks, Mr. McIlhenny, Mrs. Blankenburg, Mr. Bond, Mrs. John Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received; -

from Mr. Seeler, explaining absence.

" Mrs. Sinnott, " "

" " Grove, " "

" " Jones Wister, " "

" Mr. Sullivan, " "

" " Wood, " "

" Mr. F.W. Hipple, conveying the resignation of Mrs. Frank K.

Hipple as a member of this Committee. Letter to Mrs. Hipple OCT 5 - 1918

On motion duly seconded Mrs. Hipple's resignation was accepted with regret.

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. November 7,
1918

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at 3.30 o'clock P.M. to-day.

Present:- Mr. Search, Mr. Jenks, Mr. Seeler, Mr. Bond, Mr. Sullivan, Mr. McIlhenny, Mrs. Harrison, Mrs. Jones Wister, Mrs. Meigs.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The proposal to extend the School Year for a period corresponding to that during which the School was closed because of the epidemic, viz., to June 12, 1919, was referred to the Executive Committee with a favorable recommendation.

A vote of thanks to those mentioned in Mr. France's report was passed. *✓ attended to NOV 1 1918*

The refund of \$7.50, tuition fee paid by Edith Mitchell, deceased, as recommended by the Registrar, was authorized. *letter to Mr. Allen 11-11*

War Issues
Course at
Temple
University.

The arrangement for the conduct of the "War Issues" course made by the Principal with Temple University, by which \$10.00 a week is to be paid to that institution for admitting our students to this course, was approved. *letter to Jean Dunham NOV 1 1918*

Commencement
discussed. Action on the suggestion in the Principal's Report that it might be desirable to dispense with the formal Commencement Exercises at the end of the current School Year was deferred for the present.

Communi-
cations.

The following communications were presented:-

from Mrs. Blankenburg, explaining absence.

" Mrs. Sinnott, " "

" Temple University in answer to a letter from the Principal, which was appended, expressing the pleasure it gives them to extend permission to the members of the S.A.T.C. from the Textile School to occupy the gymnasium of Temple University as a study room during the period of their training.

from Temple University in reply to a letter from the Principal, which was appended, confirming the arrangements for the conduct of the course in "War Issues".

" the Assistant Regional Director, Third District, stating that October 30 is the last day for induction of men into the Students' Army Training Corps.

Decorative
Glass Co.
proposal.

" the Decorative Glass Co., Mrs. Frances D. Sweeney, President, addressed to the Board of Trustees of the School of Industrial Art, presenting a plan whereby the facilities of their studios may be placed at the disposal of the students of the School for practical education in stained-glass craft.

" Mr. Stratton, expressing his ideas on the stained-glass proposition.

This correspondence was supplemented by remarks by Mr. McIlhenny, by whom it had already been discussed with the parties most interested

It was moved that Mrs. Sweeney's offer be acknowledged and the appreciation of the Committee expressed for the spirit of interest and loyalty in which it was presented, and that the Principal be instructed to reply that the Committee could not see its way at the present time to enter into the arrangement which the offer contemplated. *Letter to Mrs. Sweeney*

It was further moved that the Principal be requested to interview Mr. Willet with a view to determine what arrangement, if any, it is possible to accomplish through his establishment for the purposes which Mrs. Sweeney's offer contemplates, and it was so ordered.

Reports

Mr. Bond,	for the Committee on School Building,	reported progress.
Mr. Bond,	" " " " Heat, Light & Power,	" "
Mr. Seeler,	" " " " Modelling & Carving,	" "
Mrs. Harrison,	" " " " Furniture & Metal-work,	" "
Mr. Jenks,	" " " " Cotton Manufacture,	" "
Mr. McIlhenny,	" " " " Publicity,	reported in favor of

Advertising.

increasing the advertising of the School. The sense of the meeting was in favor of approving this suggestion and the matter was left in the hands of the Principal for such action as he deemed proper.

Bills

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

Leslie M. Miller
Secretary.

Minutes of Meeting. Committee on Instruction. Dec.5,1918

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Sts. Philadelphia at 3.30 o'clock PM. to-day.

Present:- Mr.Jenks, Mr.McIlhenny, Mr.Wood, Col.Harrison, Mr.Seeler, Mr.Sullivan, Mrs.John Wister.

In the absence of the President, Vice-President Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Communi-
cations.

The following communications were received:-

from Mrs.Jones Wister, explaining absence.

" Mr.Search, " " on account of a pressing engagement on Government business.

" the Philadelphia Textile School Unit, S.A.T.C. containing resolutions expressing the thanks of the unit to the Officers, Trustees and Staff of the Textile School for their efforts in establishing the unit.

" Harold D.Pasternak, requesting return of fee of \$20.00 paid by him, with letter attached, certifying that he was inducted into service of the United States. Mr.France advised return of fee since the young man did not attend school at all.

On motion duly seconded the matter was referred to the Registrar, who was authorized to make the refund as requested. *Letter to Mr. Allan* DEC 5 1918

Reports of
Committees.

Mr.Seeler, for Comm.on Modelling & Carving, reported progress.
Mr.Wood, " " " Weaving & Related Branches, " "
Mrs.Wister, " " " Jacquard & Printed Fabrics, " "
Mr.Jenks, " " " Cotton Manufacture, " "
Col.Harrison, " " " Chemistry & Dyeing, " "
Mr.McIlhenny, as Chairman of the Committee on Publicity, reported in some detail the re-arrangement of advertising referred to in the Principal's Report. It was the sense of

the meeting that the Committee should feel free to act in connection with any problems of this kind which may arise in the immediate future.

The bills presented by the Principal as part of his report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. Jan.2
1919

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at 3.30 o'clock P.M., to-day.

Present; - Mr. Search, Mr. Jenks, Mr. Bond, Mr. McIlhenny, Mrs. Jones Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received; -

from Mrs. John Wister, explaining absence.

" Mr. Seeler, " "

" Col. Harrison, " "

" Mr. William J. Wall, addressed to the President, Board of Trustees and Associate Committee of Women, expressing his appreciation, and the pleasure which the letter of thanks for the loan of a truck to the Textile School unit, S.A.T.C. gave him, and assuring the School that he is at its service any time that he may be of use.

Platform in
Boiler-room.

Mr. Bond for the Committee on Building reported that the platform which was part of the improvement of the Boiler-room had been completed, and the contractor's bill (\$190.00) which was very reasonable, was submitted.

On motion duly seconded the report was approved, and the bill ordered to be paid.

Mr. Bond, for Committee on Heat, Light & Power, reported progress

Mr. Jenks, " " " Cotton Manufacture, " "

Mr. McIlhenny, for Committee on Publicity, reported the insertion in all newspapers of an announcement of the reopening of School after the holidays.

death of
Mrs. Sinnett.

On motion duly seconded the following Minute was adopted;-

The members of this Committee here record their very sincere appreciation of the devoted and untiring service rendered to the PENNSYLVANIA MUSEUM AND SCHOOL OF INDUSTRIAL ART for many years by MRS. ANNIE E. SINNETT, and their profound regret at her death on December 25th, 1918

A member of the Corporation since 1894, of the Associate Committee of Women to the Board of Trustees since 1895, of which she was Treasurer since 1907, Mrs. Sinnett gave to the institution so generously both of her means and her energies, and so endeared herself to those associated with her in this work as to deserve the most heartfelt tribute of gratitude and affection which it is in their power to pay. Her memory will long be cherished as that of one of the best friends and most efficient officers that the institution has ever known.

The Secretary is instructed to send a copy of this Minute to the family of Mrs. Sinnett.

Commencement. On motion duly seconded it was ordered that the Principal be requested to secure a written report from the Directors of both departments of the School, containing such recommendations in full detail as they may have to make regarding the conduct of the Commencement Exercises at the close of the current School year. *Letter to Mr. Stratton*
" " Mr. France JAN 3 - 1919

The meeting was then adjourned.

Leslie W. Müller

Secretary.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Sts., Philadelphia, at 3.30 o'clock P.M., to-day.

Present:- Mr. Search, Mr. Wood, Col. Harrison, Mr. McIlhenny, Mrs. Harrison, Mrs. Meigs, Mrs. John Wister, Mrs. Jones Wister.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

On motion duly seconded the matter of increases in the salaries of teachers in the Art School from February 1 was referred to the Executive Committee with a recommendation that an increase, which should not exceed 25 per cent in any individual case be granted.

The communications from Mr. France and Mr. Stratton regarding the Commencement Exercises for the current year were read and discussed.

On motion duly seconded it was

Commencement Exercises.

RESOLVED that the Commencement Exercises be held as usual at the Broad Street Theatre if possible.

The following communications were received:-

from Mr. Seeler, explaining absence.

" Mrs. Grove, " "

" Mr. Jenks, " "

" Miss Mary E. Sinnott, expressing on behalf of her sister and brothers, as well as of herself, their deep appreciation of the tribute paid to her mother in the Minute adopted by this Committee at its last meeting.

Reports.

Mr. Wood, for Com. on Weaving & Related branches reported progress
Mrs. Harrison " " Furniture & Metal-work " "
Mrs. Jno. Wister " " Jacquard & Printed Fabrics " "
Col. Harrison " " Chemistry & Dyeing reported that following a report from Mr. France on the need of new tanks for the Dye House he had authorized their installation, the expense of which, estimated at fifty dollars, he would be glad to defray as a contribution to the work of the School.

Col. Harrison's report was received with an expression of grateful appreciation on the part of the Committee for his generous action.

Mrs. Meigs submitted a written report by Mrs. Jasper Yeates Brinton, Chairman of the Committee on Pottery of the Associate Committee of Women, discussing at some length the needs and possible development of that branch of the School's activities.

Bills.

The bills submitted by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. March 6, 1919

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia at 3.30 o'clock P.M. to-day

Present;- Mr. Search, Col. Harrison, Mrs. Blankenburg, Mrs. Meigs, Mr. Seeler, Mr. Bond, Mr. McIlhenny.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

Commencement. Mr. McIlhenny supplemented the reference in the Principal's Report to the matter of the Commencement Exercises, and approved the recommendation that the exercises be held either in the Court-Yard or in the School building as the weather conditions might determine.

On motion duly seconded it was

RESOLVED that the Principal be authorized to make arrangements for the Commencement Exercises on the School Property on a date to be fixed later.

Working Exhibition or Pageant. The proposal made by Mr. Stratton in his Report that a working exhibition or pageant be given by the pupils of the Art School some days before the end of the School year was approved and Mr. Stratton was authorized to proceed with the work of organizing such a pageant on the lines suggested in his Report.

Letter to Mr. Stratton March 7

The following communications were received:-

from Mr. Bond, explaining absence from the meeting of Feb. 6

" Mrs. Jones Wister, explaining absence to-day.

" Mr. Butterworth " " "

from Mr. Jenks, explaining absence to-day.

" Mrs. John Wister, " " "

Reports Mr. Bond, for Committee on Heat Light & Power reported progress.
 Mr. Seeler, " " Modelling, " "
 Col. Harrison, " " Chemistry & Dyeing, " "
 Mr. McIlhenny, " " Publicity, reported satisfactory
 progress made since the employment of a publicity agent.

Bills. The bills submitted by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie Z. Miller

Secretary.

After adjournment the subject of a memorial to students was discussed informally and the Principal was asked to ascertain what records we have of men who entered the service from the School, record of whose services should form part of such a memorial.

Minutes of Meeting. Committee on Instruction. April 3, '19

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present:- Mr. Search, Mr. Jenks, Mrs. Blankenburg, Mr. McIlhenny, Mrs. Jones Wister, Mrs. John Wister, Mrs. Maigs, Mrs. Branton, Mr. Seeler, Mr. Sullivan, Mr. Wood, Col. Harrison.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

Principal's
Report.

The Principal's Report was read and accepted.

The refund of the following tuition fees, as recommended by the Registrar, was authorized:- *Mr. Allan notified*

Miss G.M. Coleman.....\$ 7.00

APR 4 - 1919

" Mary McNally..... 5.

James Jack Smith..... 2.

In accordance with the recommendation of the Principal it was ordered that the tuition fees for the Summer classes this year be handed to Mr. Ege without deduction of any percentage, the right to retain such being waived for this season. *Letters to Mr. Allan and Mr. Ege* APR 4 - 1919

Sub-
committee
on
Illustration.

Mrs. Blankenburg reported that Mrs. Shillard Smith had resigned as Chairman of the sub-committee on illustration of the Associate Committee of Women and that Mrs. James Mifflin had been appointed to fill the vacancy thus created. Mrs. Blankenburg recommended that this action should be interpreted as implying Mrs. Shillard Smith's resignation from the Committee on Instruction, as well as from the chairmanship of its sub-committee on illustration which she also occupied. It was the sense of the meeting that this recommendation be approved and Mrs. Shillard Smith's resignation be accepted. The Chair then appointed Mrs. James Mifflin a member of the Committee on Instruction, and Chairman of its sub-committee on illustration

to fill the vacancies caused by the resignation of Mrs. Shillard Smith. *letter to Mrs. Miffin* APR 4 - 1919

Pageant.

On motion duly seconded Mr. Stratton's program for a Pageant on May 22 was cordially approved. *letter to Mr. Stratton* APR 4 - 1919

Communications.

The following communications were received:-

from Mr. Bond, explaining absence.

- " Mrs. Harrison, explaining absence and expressing cordial approval of the proposal of the Faculty of the Art School to hold a Pageant on May 22.
- " Dr. Godfrey, President of Drexel Institute, stating that their School year was re-adjusted owing to the influenza epidemic and will close 12 days later than originally planned (June 18 instead of June 6).
- " Laura H. Carnell, Dean of Temple University, stating that in the re-adjustment of their School year, due to the epidemic, the year will close 13 days later than originally planned (June 28 instead of June 15).
- " Mr. Stratton, suggesting that the subject of a suitable memorial for students in the service be taken up with the Advisory Committee of the Art Associations of Philadelphia, and suggesting that an appropriation of \$100. be made for the general work of the Advisory Committee.

No action was taken on this communication.

Reports of Committees.

Mr. Wood, for Comm. on Weaving & rel. branches, reported progress.

Mr. Seeler " " " Modelling & Carving " "

Mrs. Jno. Wister " " " Jacquard & Printed Fabrics " "

Col. Harrison " " " Chemistry & Dyeing, " "

Mr. Jenks, " " " Cotton Manufacture, " "

Mrs. Harrison, for the Committee on Furniture & Metal-work sent

a written report calling attention to a very creditable iron balustrade, exhibited at the meeting, which had been made in the School by two brothers, Sicilian peasants, who have been students of the evening classes for five years on Neumann scholarships.

Mrs. Jasper Y. Brinton, for the Committee on Pottery, called renewed attention to the need of an additional kiln.

Mr. McIlhenny, for the Committee on Publicity, reported satisfactory progress and advocated closer co-operation between the different branches of the institution in the matter of publicity.

Publicity.

On motion duly seconded it was ordered that the Principal be requested to notify the Directors of both departments of the School to consult hereafter with the Publicity Agent in connection with all matters of publicity.

Letter to Mr. Franc and Mr. Stratton APR 4 - 1919

Bills.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Lester W. Miller

Secretary.

THE PENNSYLVANIA MUSEUM AND SCHOOL OF INDUSTRIAL ART

ORDER OF BUSINESS

MEETINGS OF THE COMMITTEE ON INSTRUCTION

Quorum.

Principal's Report

Reports of Standing Committees:

1. School Building.....Mr. Bond
2. Heat, Light and Power..... " "
3. Library.....Mrs. Logan
4. Weaving and Related Branches.....Mr. Wood
5. Modeling and Carving.....Mr. Seeler
6. Pottery.....
7. Costume.....Mrs. Cox
8. Student's Loan Fund.....

Report of Visiting Committees.

Reports of Special Committees.

Refunds.

Deferred Business.

Approval of Bills.

New Business.

Adjournment.

Minutes of Meeting. Committee on Instruction. May.1,1919

The regular monthly meeting of the Committee on Instruction was held at the School building,Broad & Pine Streets,Philadelphia at 3-30 o'clock P.M. to-day.

Present;- Mr.Jenks, Mr.Bond, Mrs.Mifflin.

Vice-president Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted. The reading of Mr.France's report was deferred until the next session of the Committee.

On motion duly seconded it was resolved that when this meeting adjourn,it adjourn to be re-convened on Thursday,May 8,at 2-30 P.M.

The following communications were received;-

from Mrs.Blankenbunrg,explaining absence.

" Mrs.Jones Wister,	"	"
" Mr.McIlhenny,	"	"
" Mr.Seeler,	"	"

" Ryan's Theatre Ticket Offices (Mr.Conway) offering 300 tickets and \$200. cash for the privilege of erecting a stand in front of the School building for the parade of the 28th division,on or about May 15.

The matter was referred to the President with power to act, with the understanding that the School should receive 480 tickets if necessary,and \$200. in cash.

Mr.Bond for the Committee on Heat,Light & Power,reported progress
Mr.Jenks, " " " " Cotton Manufacture, " "
Mrs.Mifflin," " " " Illustration,reported in some

detail regarding the work of her Committee.

Mr. Stratton's request of last month for an appropriation of \$100. to the Advisory Committee of the Art Associations of Philadelphia was referred to the President with power to act.
letter to Mr. Search May 5

The meeting was then adjourned.

Leslie F. V. Miller

Secretary

Minutes of Adjourned Meeting. Committee on Instruction.

May 8, 1919

An adjourned meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia at 2-30 o'clock P.M., to-day.

Present:- Mr. Jenks, Mr. Wood, Mr. Seeler, Mrs. Mifflin, Mrs. Blankenburg.

Vice-President Jenks occupied the Chair.

The Minutes of the meeting of the Committee on May 1 were read and approved.

The report of Director France of the Textile School, presented as part of the Principal's Report at the meeting of May 1, but the reading of which was deferred until to-day's meeting, was read and accepted.

The following communications were received:-
from Mrs. Meigs, explaining absence.
" Mr. McIlhenny, " "

On motion duly seconded it was ordered that the next meeting of this Committee shall be held on the first Thursday of October next at the usual hour.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Lester V. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. October 3, 1919

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present:- Mr. Search, Mrs. Blankenburg, Mr. Seeler, Mrs. John Wister, Mrs. Meigs, Mr. Mellbenny, Mrs. Brinton, Mr. Wood, Mr. Sullivan.

Mr. Search occupied the Chair. In taking the Chair, Mr. Search called attention to the unexampled magnitude of the problems with which the School was confronted this year; the demands made upon it being much greater than ever before.

The Minutes of the last regular meeting of this Committee, on May 1, and of the adjourned meeting on May 8, were read and approved.

The Principal's Report was read and accepted.

On motion duly seconded it was

Special
Scholarships.

RESOLVED that the President be authorized to grant Special Scholarships as recommended in the Principal's Report to the extent of five, including the two mentioned in the Report as presented. (letter to Gov. Sproul, Oct. 6) (3 of 12 were given)

On motion duly seconded the return of \$15.00 tuition fee to James B. Doyle, as recommended by the Registrar, was authorized.

The following communications were received;-
from Mr. Jenks, explaining absence.

" Mrs. Jones Wister,	"	"
" Countess of Sta. Eulalia "	"	"
" Mrs. Mifflin,	"	"

from the following, accepting appointment to membership on

this Committee; -

Countess of Sta. Eulalia,

Mrs. John Wister,

Mr. James F. Sullivan,

Mrs. Arthur V. Heigs,

Mr. Edgar V. Seeler.

from Governor Sprout, asking whether a special scholarship can be granted to Miss Ruth Hale of Media.

The matter was referred to the President, under the resolution regarding Special Scholarships, noted above.

(letter to Gov. Sprout, Oct. 6)

The Chair called attention to the devoted service of the members of the teaching staff, and motion duly seconded the thanks of this Committee were extended to those members of the Faculty who remained and devoted themselves to the work of the School during the vacation season.

(letters to Directors Stratton and France, Oct. 6)

On motion duly seconded the thanks of the Committee were voted to the Daily News Record for courtesies extended, as noted in the report of Director France.

(letter to Mr. Fairchild, Oct. 6.)

reports of
committees.

Mr. Seeler, for the Committee on School Building, reported regarding the work done on the building during the summer under his direction. Bills for this work were introduced and were ordered to-day for approval.

Mr. Melhenny, for the Committee on Publicity, reported much good work accomplished during the Summer.

The reports of the other Standing Committees were concurred.

The reference in the report of Director France to certain repairs which were necessary and which could not be made by the own men were referred to the Committee on School Building.

On motion duly seconded it was ordered that the supervision and direction of the Lunch-room be delegated to the Associate Committee of Women, in accordance with the suggestion contained in the Principal's Report.

Bills
approved.

The bills presented by the Principal as part of his report were approved and referred to the Executive Committee with the recommendation that they be laid.

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. November 6, 1919

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at half past three o'clock P.M. to-day.

Present:-Mr. Search, Mrs. Blankenburg, Mr. Jenks, Mr. Wood, Mrs. Jones Wister, Mrs. John Wister, Mr. Seeler, Mr. McIlhenny, Mr. Sullivan, Mrs. Mifflin, Mrs. Brinton.

President Search occupied the Chair.

The Minutes of the last meeting were read and approved.

The Principal's Report was read and accepted.

The new equipment for the forge-room, installation of which was recommended in the Principal's Report, was authorized at an expense of \$271.60 *letter to Mr. Edwards 11-10*

The installation of a pug-mill, as recommended in the Principal's Report, to be paid for out of the first income from the Baugh-Barber Memorial Fund, was referred to the Executive Committee with a favorable recommendation. *letter to Mr. Scott 11-10*

The return of the following tuition fees, as recommended by the Registrar, was authorized:-

Paul Falson.....	\$ 15.00	
Russell E. Clcak.....	6.	<i>letter to the Registrar 11-10</i>
Rudolph Van Hime.....	15.	
Charles Printz.....	15.	
Mae A. Yaegel.....	3.	
Jane McCloskey.....	6.50	
Edna M. Baechle.....	8.	
Ida M. Bigger.....	4.	
Alfred H. Barr.....	13.	
James Martin.....	8.	

A bill of \$54.00 for the installation of a system of sanitary drinking-cups in the Art School which was ordered by the House Committee of the Associate Committee of Women, was approved. *bill to Asst. Treas 11-10*

On motion duly seconded Mrs. Henry Brinton Cox, Chairman of the committee on Costume and Pageantry of the Associate Committee of Women, was added to the Instruction Committee.

The following communications were received:-

from Countess of Sta. Eulalia, explaining absence.

" Mrs. Meigs,

" Mr. E. W. Fairchild, acknowledging letter of thanks for courtesies extended by the Daily News Record.

Reports

Mrs. Mifflin for the Committee on Illustration presented a written report on the work of the class to date, giving interesting details.

Time of
meetings
changed.

On motion duly seconded it was
RESOLVED that the meetings of this Committee be called
hereafter for 3 o'clock.

Repairs to
boilers and
chimneys.

On motion duly seconded it was
RESOLVED that the Committee on School Building be authorized
to proceed with the repairs to the chimneys at an expense
not to exceed \$520.00, and to proceed with repairs to the
boilers at an expense not to exceed \$120.00 *Letter to Mr. Bond, "1-19"*

Bills
approved.

The bills presented by the Principal as part of his Report
were approved and referred to the Executive Committee with the
recommendation that they be paid.

The meeting was then adjourned,

Hesli W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. December 4,
1919

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at 3 o'clock P.M., to-day.

Present;- Mr. Jenks, Mrs. Blankenburg, Mr. Wood, Countess of Santa Eulalia, Mrs. John Wister, Mrs. Jones Wister, Mrs. Meigs, Mr. McIlhenny, Mrs. Coxe, Mr. Bond.

In the absence of the President, Mr. Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted.

The following communications were received;-

from Mr. Search, explaining absence on account of the illness of several of his most important men.

" Mr. Seeler, explaining absence.

" the Fidelity Trust Co., as one of the Executors of the Estate of Joseph F. Sinnott, deceased, suggesting that the two large pictures belonging to the Estate, now at the School building, be put up for sale and bid in by some representative of the School at a nominal figure, as the Executors are not authorized to present them. (the letter gives the number as two, but there are three of these pictures)

On motion duly seconded Mr. McIlhenny and the Secretary were appointed a Committee, with power to act, in the matter of securing the three pictures belonging to the Sinnott Estate, and now in the Principal's office in the School building, as suggested by the Executors.
(letter to the Fidelity Trust Co., 12-5)

" the Associate Committee of Women, through Mrs. Grove, Secretary, stating that the Associate Committee declines to assume the supervision of the Students' Lunch-room, as requested by the Committee on Instruction.

" Mrs. Walbaum, Chairman of the House Committee of the Associate Committee of Women, stating that "although the Associate Committee of Women did not assume charge of the Lunch-room, the supervision of it is still in the hands of the House Committee" (of the Associate Committee of Women) and that "this Committee having found conditions very objectionable have decided to discontinue the service"; and recommending that the girls should take their lunch in the two South wing front rooms" (the Committee Room and the Girls' Club room adjoining.)

To the above was appended a copy of the Secretary's reply stating that the communication would be presented at this meeting and the decision of the Committee awaited regarding the designation of other quarters, the use of the present room as a lunch-room being manifestly incompatible with its use as a Committee room.

On motion duly seconded it was

*Lunch-&Locker
Room matter
settled*

RESOLVED, That the matter of providing lunch- and locker-rooms for the students of the School of Industrial Art be referred to the Executive Committee.

On motion duly seconded it was decided to recommend to the Executive Committee that if a temporary building is erected to relieve the congestion in the Art School it be erected in the North yard.

Bond covering
alcohol used.

The Secretary presented a request from Mr. Bertolet, head of the department of Chemistry and Dyeing, regarding the bond which must now be filed with the Internal Revenue officials of the Federal Government covering the alcohol which it is necessary to use in the department, this bond taking the place of the license from the Government which has been obtained hitherto; and the Secretary was instructed to procure from a Surety company such a bond in the requisite amount of one thousand dollars, and to deliver the same to the proper officials. (Bond obtained through American Surety Co., for \$1,000.00, cost is \$5.00 a year)

On motion duly seconded it was decided to suggest to the Executive Committee that, as the next meeting of the Committee on Instruction would regularly fall on New Year's Day, the meeting be held instead on Thursday January 8, at 2.30 P.M., to be followed by the regular monthly meeting of the Executive Committee at 3.30 P.M. on the same day.

Reports of
Committees.

Mr. Bond, for the Committee on School building reported progress.
Mr. Bond, " " " " Heat Light & Power " "
Mr. Wood, " " " " Weaving & related brs. " "
Mr. Jenks, " " " " Cotton Manufacture " "
Mrs. Mifflin, " " " " Illustration reported most encouraging progress, and described in detail some excellent work which she had inspected, and referred with pleasure to several prizes recently won by the pupils. *She also reported that a prize of \$25.00 had been offered for work in this class by Mrs. Jacqueline Harrison Smith.*
Mr. McIlhenny, for the Committee on Publicity, reported progress.
The Countess of Santa Eulalia, for the Committee on Students' Loan Fund submitted the following Report-
Balance in hand, January 1919 (including holdings). \$3,611.

Turned to Mr. Stratton.....\$ 550.00

In Mr. Stratton's hands from last yr. 110.

Outstanding loans (to about 10 men) 660.

Mrs.Coxe for the Committee on Costume and Pageantry reported excellent progress.

On motion duly seconded the Secretary was instructed to ask Mr.Stratton to include in his next monthly report an account of the progress made in connection with the printing, including work done in lithography since the installation of the lithographic press.

The request of Mr.Stratton for permission to spend the Foltz bequest on improvements to the building was referred to the Executive Committee. (letter to Mr.Stratton,12-5)

Bills
approved.

The bills presented by the Principal as part of his Report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,



Secretary

Minutes of Meeting. Committee on Instruction.

January 8, 1920

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad & Pine Streets, Phila. at half past two O'clock P.M., to-day.

Present;- Mr.Wood, Mrs.Blankenburt, Mrs.Mifflin, Mrs.John Wister, Mr.McIlhenny, Countess of Santa Eulalia, Mrs.Brinton, Mr.Bond, Mrs.Coxe, Mrs.Meigs, Mr.Seeler, and Mr.Jenks (who came late).

In the absence of the President, Mr.Wood was called to the Chair.

Minutes approved.

The Minutes of the last meeting were read and approved.

Principal's Report.

The Principal's Report was read and accepted, and action was taken on matters noted in the Report, as follows,-

Tuition fee returned, Ash.

The Registrar was authorized to return \$42.50, balance of tuition fee, to Anna A.Ash. (letter to Mr.Patton, Jan.9)

The thanks of the Committee were voted to Mrs.Mifflin for defraying the expense of the pageant of Indian Life, as mentioned in Mr.Stratton's Report. (letter to Mrs.Mifflin, Jan.9)

The thanks of the Committee were also voted to the various donors to the School, as noted in the Principal's Report. (attended to Jan.12)

The following Communications were received,-

from Mr.Search, explaining absence.

" Mrs.Jones Wister, " "

Post 282 of American Legion to use Auditorium.

" Louis R.Beck, for Post 282 of the American Legion, asking if the use of the Auditorium could be granted to the Post for its monthly meetings, a nominal sum to be paid for heat, light and service.

The request of Post 282 of the American Legion to be allowed to use the School Auditorium for its monthly meetings was granted, under supervision of the Principal, who was given power to make all necessary arrangements. (letter to Mr.Beck, Jan.9)

Committees.

Mr.Bond, for the Committee on School Building reported
Mr.Seeler, " " " " Modelling & Carving, "
Mrs.Brinton, " " " " Pottery, "
Mrs.Mifflin, " " " " Illustration, submitted
a written Report describing the Pageant illustrative of the lectures by Mr.Charles Stephens on the North American Indians, and outlining some of the future program of the class, including lectures on Persia by Harold F. Weston, a former pupil of the School. She also

reported a donation of \$25.00 by Mrs. Albert P. Weimer, to be awarded as a prize for decorative work in black and white.

The thanks of the Committee were voted to Mrs. Weimer for her gift of a \$25.00 prize, as noted in Mrs. Wiffelin's Report (letter to Mrs. Weimer, Jan. 9)

Mrs. John Wister, for the Committee on Jacquard & Printed Fabrics reported progress.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mrs. Coxie, for the Committee on Costume & Pageantry submitted a written Report, requesting additional equipment for the department, as follows-
 wall-case, with sash, for costumes,
 erection of shelving,
 adjusting locks,
 erection of photograph cases,
 " " cupboards,
 desk for the class-room.

On motion duly seconded the Principal was authorized to have this equipment installed. (letters to Mr. Stratton and Mr. Harman, Jan. 9)

Mr. McIlhenny, for the Committee on Publicity, reported in detail the excellent work being done by the publicity agent, Mr. Longcope.

The Countess of Santa Eulalia, for the Committee on Students' Loan Fund, reported progress.

The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned.

Leslie W. Miller

Secretary

Minutes of Meeting. Committee on Instruction. February 5, 1920.

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets, Philadelphia, at 3 o'clock P.M., to-day.

Present; - Mr. McIlhenny, Mr. Seeler, Mrs. Jones Wister, Mrs. Meigs, Mrs. Wifflin, Mrs. Coxe, Mr. Bond.

In the absence of the President, on account of a death in his family, Mr. McIlhenny was called to the Chair.

The Minutes of the previous meeting were read and approved.

Principal's Report. The Principal's Report was read and accepted.

Monthly Fees. A recommendation by the Principal that with the beginning of the next School year the practice of admitting students by the month be discontinued, was referred to a special committee for consideration and report at the next meeting of this committee. The Chair appointed this special committee as follows -

Mr. Seeler, (notified Feb. 7)
Mrs. Coxe. (notified Feb. 7)

Tuition Fees refunded. On motion duly seconded the following refunds of tuition fees, as recommended by the Registrar, were authorized; -

Emma Salom.....	\$14.00	
Madeline Laupheimer.	40.	
Grace Griscom.....	40.	
William H. Simpson...	8.	
Leo Rubinger.....	75.	177.00

(Mr. Patton notified by letter February 7)

On motion duly seconded it was

RESOLVED: - That no refunds of tuition fees be made hereafter unless request for the same is presented with the approval, in writing, of the Director of the department of the School in which the student was enrolled.

(letter to Mr. Patton, February 7)

The following communications were received; -

from Mr. Jenks, ----- explaining absence.

" Mrs. Blankenburg, -----	"	"
" Countess of Santa Eulalia, --	"	"
" Mrs. John Wister, -----	"	"

Bill for repointing chimneys. " Mr. Seeler, submitting bill from Adolph Christensen for repointing chimney-stacks, and for necessary repairs to brickwork not included in original estimate of \$520.00, less an allowance for old iron, making a net total of \$544.50

The bill was approved and referred to the Executive Committee with the recommendation that it be paid.

Reports of
Committees.

Mr. Bond, for Committee on School Building, reported progress.

Mr. Bond, " " " Heat, Light & Power, " "

Mr. Seeler, " " " Modelling & Carving, " "

Mrs. Wifflin, for the Committee on Illustration, submitted a written report, giving details of the work as follows;:-

On January 29, Mr. Charles H. Stephens gave another lecture on the North American Indians and examined sketches made by the students in connection with this subject.

The subject of the next composition will be Egypt, which is felt to be especially timely in view of the entertainment, illustrating Egyptian ceremonial, to be given at the Bellevue-Stratford in April next.

Mrs. James Wifflin has offered a prize of \$25.00 for a poster announcement of the above entertainment.

The prize offered by the Federal Reserve Bank for the cover of its publication was awarded to Leslie Henderson, with honorable mention to Mary Minnick.

Mrs. Coxe, for the Committee on Costume and Pageantry, submitted a written report asking the advice of the Committee regarding the following matters.

After reviewing the comprehensive plan for the study of historical costume on which the work of the class was based, and stating that this plan would probably be most definitely realized if the pupils were given to understand that they were working towards a pageant, and stating that with this object in view an appeal, which had brought excellent results, had been made to the Women's Committee for Gowns, brocades and other materials that would be available for such an entertainment, the report continued;:- "it seems to me that with the entertainment at the Bellevue-Stratford and the Pageant at the Museum, this pageant would be almost too much, although it is entirely in the line of the definite class-work. *** I *** ask you to tell me what you think is best to be done in this matter."

The report was supplemented by notes from Miss Dow, instructor in charge of the class, giving interesting details of its work.

On motion duly seconded it was

RESOLVED: That the proposal regarding a pageant to be given by the Costume Class be referred to Mrs. Coxe, with power to act. (letter to Mrs. Coxe Feb. 7)

Mr. McIlhenny, for the Committee on Publicity, moved that invitations to all lectures and entertainments given hereafter at the School be sent to all members of the Board of Trustees and the Associate Committee of Women, and to all members of the Corporation, and it was so ordered.

Bills
approved.

The bills presented by the Principal as part of his report were approved, and referred to the Executive Committee with the recommendation that they be paid.

The meeting was then adjourned,

• Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. March 4, 1920

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia, at 3 o'clock P.M. to-day.

Present;- Mr. Search, Mr. Jenks, Mrs. Blankenburg, Mrs. Mifflin, Mr. Wood, Countess of Santa Eulalia, Mrs. John Wister, Mrs. Meigs, Miss Lea, Mrs. Coxe, Mrs. Jones Wister, Mr. Sullivan, Mrs. Brinton.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

Principal's Report. The Principal's Report was read and accepted, and the following action was taken on recommendations therein;-

- a) A committee, consisting of the President, Mr. McIlhenny and Mr. Seeler, was appointed to supervise the publication of the circulars of both departments of the School for next year, and the suggestion that the tuition fees be increased was referred to this committee with power to act.
(members of the Committee notified, March 9)
- b) On motion duly seconded the Principal was instructed to arrange the Commencement Exercises on the lines observed in former years. His action in inviting Mr. Henry Turner Bailey to deliver the Commencement Address was approved, and he was authorized to secure Witherspoon Hall for these exercises on the evening of May 20. (attended to, and Messrs. France and Stratton notified.)
- c) The following refunds of tuitions, as recommended by the Registrar, were authorized;-

A. Newton Aspinwall.....	\$ 20.00
Quentin Jaxon.....	12.
Ruth C. Snyder.....	5.
Herman B. Yost.....	80.

 (Mr. Patton notified accordingly)
- d) The bills presented by the Principal as part of his Report were approved and referred to the Executive Committee with the recommendation that they be paid.
- e) A request for leave of absence for one year, submitted by Mr. Ege, through Mr. Stratton's Report, was referred to the President with power to act.
(letter to Mr. Search March 9)
- f) A plea from Mr. France for increased facilities for the Textile School, which was embodied in his Report, was referred to the committee on supervision of the School circulars for consideration and report.

(see letters to the members of the Committee, March 9)

Communications. The following communications were received;-

from Mr. Seeler, explaining absence.

" Mr. McIlhenny, " "

" Mr. Stratton, asking for increased pay for his stenographer.

The matter of compensation for Mr. Stratton's stenographer was referred to the President with power to act.

(see letter to Mr. Search March 9)

from Mr. Patton, Registrar, asking for instructions in the case of six students in attendance, from whom no tuition fee have been collected. A copy of the Principal's letter Mr. Stratton inquiring as to the status of these students in the School, was attached.

No action was taken by the Committee in this matter.
(letter to Mr. Patton, March 9)

Reports of Committees.

Mr. Wood, for the Committee on Weaving and Related branches, reported progress.

Mrs. Mifflin, for the Committee on Illustration submitted a written Report, stating that by the generosity of Mrs. E. Stanley Abbott an Indian woman, Pia-ahm-e-Squeet, had given a talk to the students of the Illustration Class on the North American Indians. The thanks of the Committee were voted to Mrs. Abbott. (letter sent to her, March 10) A list of books recommended for the use of this class was submitted by Mrs. Mifflin and referred to the Principal for his attention.

Mrs. John Wister, for the Committee on Jacquard and Printed Fabrics, reported progress, and called attention to the drive for a \$2,000,000.00 endowment fund for the Textile School now being made by the Alumni of that department.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mrs. Coxe, for the Committee on Costume and Pageantry, reported satisfactory progress.

The Countess of Santa Eulalia, for the Committee on Students Loan Fund, reported progress.

Mrs. Coxe, for the special committee appointed at the last meeting to consider the question of discontinuing the monthly tuition fees in the Art School, submitted a written report recommending that the monthly payment system be discontinued beginning with the next School year, and that the fee for the day classes be made payable, at the option of the student, either in full in advance, or one-half at the opening of the term and the remainder on the first of February. The Committee also recommended that this discontinuance of the monthly arrangement, if formally authorized, should be announced to the students by posting a notice, and that in applying the new rule, means be devised to grant reasonable extension of time to worthy delinquents. Mrs. Coxe, as Chairman of the Committee on Costume and Pageantry, also submitted a supplementary report recommending that the Registrar be instructed to accept a second payment of \$40.00 as the total balance due for this year's tuition from any student of the Art School who has already paid \$40.00 on account of the full year's fee of \$80.00. The report was accepted and its recommendations were approved. The recommendation in Mrs. Coxe's report that the yearly tuition fee for the current year may be paid in two equal payments, was also approved. (for these reports in full, see file of reports presented to this Committee. letter sent Mr. Patton March 9)

The meeting was then adjourned.

Lestli M. Allen

Secretary

f or to admit any student for a half-year on payment of \$40.00

Minutes of Meeting. Committee on Instruction. April 1, 1920

The regular monthly meeting of the Committee on Instruction was held at the School building, Broad & Pine Streets, Philadelphia at 3 o'clock P.M. to-day.

Present;— Mr. Search, Mr. Jenks, Mr. Wood, Mr. Bond, Mr. McIlhenny, Mrs. John Wister, Mr. Seeler, Mrs. Meigs, Mrs. Coxe, Miss Lea, Mr. Ketterer, Mrs. Mifflin.

President Search occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's Report was read and accepted, and the following action was taken on matters referred to in the report;—

- a) the following refunds of tuition-fees, as recommended by the registrar, were authorized;—
- | | | |
|----------------------|------|--------------------------------|
| Hubert G. Davis..... | 9.00 | |
| Mary H. Leshner..... | 5.00 | (Registrar notified, April 5.) |

Engagement of teachers. b) on motion duly seconded the question of adjusting all salaries and engagements of teachers was referred to the Committee on supervising the publication of the Circulars, with power to act. (letter to Mr. Search, Apr. 5)
The President announced that he had added Mr. Butterworth and Mr. Bond to the membership of this Committee.

The Principal was instructed to prepare a statement of all salaries to teachers, and the history of their cases, for the use of this committee.

- c) Mr. Ege's request for a leave of absence, presented as part of the report of Director Stratton, had already come before this Committee at the last meeting, and was referred to the President with power to act.
- d) Mr. France's renewal of his request for increased accommodations for next year's classes in the Textile School, for additional instructors, and for new lockers for apparatus &c. was referred to the same committee.
- e) the bills presented by the Principal as part of his report were approved and referred to the Executive Committee with the recommendation that they be paid.

The following communications were received;—
from Countess of Santa Eulalia, explaining absence.

" Mrs. Jones Wister, " "
" Mr. Sullivan, " "

Reports. Mr. Bond, for the Committee on School Building..... reported progress.
" " " " " " Heat, Light & Power..... " "
Mr. Wood, " " " " Weaving & related branches, " "
Mr. Seeler, " " " " Modelling & carving..... " "
Mrs. Mifflin, for the " " Illustration, submitted a written report, giving interesting details of the work of the class, and announcing that Mr. Edward Penfield is to give the class a talk about the middle of April, on "Scholarship essential to Students of Art".
Mrs. John Wister, for the Committee on Printed and Woven Fabrics, reported progress.
Mr. McIlhenny, for the Committee on Publicity, reported satisfactory progress.
Mrs. Meigs, " " " " Costume and Pageantry, reported in place of Mrs. Coxe (who had been absent through most of the past month), giving

Tuition
fees
revised.

details of the pageant to be given by this class on April 29.
Mr.Seeler,for the Committee on Supervision of the Publication of the
Circulars,supplemented the Minutes of the meeting of that Committee
on March 26 (which were presented and read by the Secretary) by a
statement of what he had done in revising the Art School circular,-in
addition to the revision of the fees which had been made by the
Committee,and recommended certain changes in the circular which he
thought should be made. (for the Minutes above mentioned,which
include revision of fees see file of Reports presented to the
Committee on Instruction.)
On motion duly seconded Mr.Seeler was appointed a Committee of one
with power to act in the matter of publishing the Circular of the
Art School. (letter to Mr.Seeler, April 5)

Mr.Ketterer offered to loan a collection of printed and woven fabrics for
the use of the School,and on motion duly seconded the offer was accepted
and the thanks of the Committee were extended to Mr.Ketterer for his
action.

The meeting was then adjourned,

Lester Miller
Secretary

Minutes of Meeting. Committee on Instruction. May 6, 1920

The regular monthly meeting of the Committee on Instruction was held at the School Building, Broad and Pine Streets, Phila., at 3 o'clock P.M. to-day.

Present;- Mr. Jenks, Mrs. Blankenburg, Mrs. Mifflin, Countess of Santa Eulalia, Mr. McIlhenny, Mr. Bond, Mr. Wood, Mrs. Jones Wister, Mrs. Coxe.

In the absence of the Chairman (Mr. Search) Mr. Jenks occupied the Chair.

The Minutes of the previous meeting were read and approved.

The Principal's report was read and accepted.

The following refunds of tuition fees, as recommended by the Registrar, were authorized:-

J.B. Girton.....	15.00
Constance Rumbough....	28.00
(letter to Mr. Patton, May 10)	

The bills presented by the Principal as part of his report were approved and referred to the Executive Committee with the recommendation that they be paid.

The following communications were received;-

from Mr. Search, explaining absence on account of pressing duties requiring his presence at his place of business.
from Mrs. John Wister, explaining absence.
from Mr. Seeler, " "

Reports.

Mr. Bond, for the Committee on School Building, reported progress
" " " " " Heat, Light & Power, " "
Mr. Wood, " " " Weaving & related branches, " "
Mrs. Mifflin, for the " " Illustration, presented a written report of the activities of the class during the past month. Prizes in the competition for posters for the Egyptian Ceremonial Pageant at the Bellevue-Stratford have been awarded as follows:-

1st prize, \$	25.00,	Gertrude Roberts,
2nd " "	15.	Norman Rudolph,
honorable mention,		Emily Richards,
2nd " "		Mary Ostertag.

The second section of the class has produced some very interesting animal studies from life.

Mr. Jenks, for the Committee on Cotton Manufacture, reported progress.

Mr. McIlhenny, for the Committee on Publicity, reported progress
Mrs. Coxe, " " " Costume and Pageantry,

submitted a written report, giving a list of donations of materials for the class, and noting the award of a prize of \$ 100.00 for the best costume design, offered by Mr. Hickson, of 657 5th Avenue, New York City, and awarded to Mabel Johnson.

On motion duly seconded the thanks of this Committee

*Egyptian
Ceremonial*

*Costume
Pageant*

Hickson
were extended to Mr. Hickson for this prize, and for his attention in sending his designer, Mr. Lignemari, to inspect the work and award the prize in person; and to the committee on costume and pageantry for the excellent service it had rendered in connection with the work described in Mrs. Cox's report.

(letters to Mr. Hickson and Mrs. Cox, May 10)

The Countess of Santa Eulalia, for the Committee on Students' Loan Fund, reported that of the loans outstanding at the time she took over the administration of this fund, \$110.00 had been repaid.

Text On motion duly seconded it was
meeting. RESOLVED, That when this Committee adjourns it shall adjourn to meet on the first Thursday of October, at the usual hour.

Repairs. The reference in Mr. France's report to needed repairs to the School building during the summer were referred to the Committee on School Building, with power to act.
(letter to Mr. Bond, May 10)

Teacher On motion duly seconded it was
for RESOLVED, That the employment of an instructor to have special
Vocation- charge of the Vocational Rehabilitation be authorized
al at the discretion of the Principal and the Director
Rehabil- of the Art School, to report to the Executive
itation. Committee at its next meeting, May 13.
(letter to Mr. Stratton, May 10)

On motion duly seconded it was
RESOLVED, That in the event of the present arrangement of the lunch-room for the ex-service men being terminated during the Summer, Mrs. Cox be requested to communicate with the Executive Committee with a view to obtaining accommodations for them in this building.
(letter to Mrs. Cox, May 10)

On motion duly seconded it was
RESOLVED, That the question of re-arrangement of rooms incident to the removal of Mr. Miller and Mr. Stratton be referred to the Committee on School Building, to be associated with two members to be appointed by the Associate Committee of Women.
(letters to Mr. Bond and Mrs. Blankenburg, May 10)

Art The suggestion in Mr. Stratton's report that a series of brochures
School be issued covering different phases of school work was referred
brochures. to Mr. Seeler of the Committee on the Art School circular, with power to act.
(letter to Mr. Seeler, May 10)

Course in The suggestion in Mr. Stratton's report that a course in Stage-
Stage- craft in connection with Pageantry, Costume, and Window-displays,
craft. be established, was approved, and Mr. Stratton was requested to formulate plans for the conduct of such a class, including provision for the necessary instruction, to report to the

Executive Committee at its next meeting, May 13.

(letter to Mr. Stratton, May 10)

The request for additional provision for the care of valuable materials, contained in Mr. Stratton's report, was on motion duly seconded referred to the Committee on School Building with the addition of the two members appointed by the Association Committee, as authorized at this meeting. (letter to Mr. Bond, May 10)

The meeting was then adjourned.

Leslie W. Miller

Secretary.

Minutes of Meeting. Committee on Instruction. October 7, 1930. 3 P.M.

Present: Mr. Price, Chairman, Mr. Bond, Mrs. Erinton, Mr. Erinton, Mrs. Cox, Mr. DiPasenco, Mr. Fleisher, Mr. Jenks, Mrs. Kaplan, Mrs. Nichols, the Countess of Santa Dulalia, Mr. Seeler, Mr. Wood.

The Minutes of the previous Meeting are read and approved.

Principal's Report.

The report of the Principal, which included those of the Directors of the two Departments, was read and accepted.

Concerning the matter of fees for the Evening Classes, it was voted that the ruling of April 3th., 1911, which is to the effect that evening students pay \$10.00 for the six months, regardless of the course taken, be sustained.

Mr. France's suggestion that the School have an exhibit at the International Silk Exposition, to be held in New York in February, 1931, met with favor, but no action was taken, pending further information as to the probable cost of such an exhibit.

It was voted that Mr. W. H. Fairchild, of the Daily News Record, be thanked for his free insertion in his paper, of a series of advertisements of the Textile School.

Mr. France reported various gifts made during the summer, the money-value of which amounts to about \$750.00.

Refunds.

The refund of the following tuition fees, as recommended by the Registrar, was authorized:-

William Zeits.....	150.00
J. Loenstein.....	150.00
Grace Gilmore.....	50.00
Paul Martin.....	20.00
Total.....	\$470.00

Communications.

Communications were received from Mr. McIlhenny and from Mrs. Price, regretting their necessary absences from the Meeting.

The Principal reported that Captain Smith had been appointed Co-ordinator by the Federal Board: to be at the School at certain hours, to keep in touch with the work of the Students.

Reports of Committees.

Reports were then made by the Chairmen of Standing Committees: Mr. Bond, for the Building Committee, recommended that the Executive Committee be asked to authorize the clearing of the second floor of the North Wing on Broad Street, and the building of a stairway to this new room from the Library: the cost of this to be \$1452.00; this, with the understanding that the room be not needed for class rooms. This was voted.

Mr. Seeler reported that Mr. Trout had been re-engaged for the Evening Class in Architectural Drawing, and had planned, with his approval, a two-year course. Mrs. Cox reported on the Costume Classes, in which 46 Students are enrolled. Three Students, during the month of June, worked in the establishment of Mr. Hickson in New York.

Donations were made to the Class by the following ladies:
 Mrs. Rudolph Blankenburg, Mrs. Wm. T. Carter,
 Mrs. John F. Combs, Miss Helen Fleisher, Mrs. Jos. Leidy,
 Mrs. Arthur V. Leigs, Mrs. James Hifflin, Mrs. Otis Skinner,
 and Mrs. Edward Wetherill.

The Countess of Santa Eulalia reported that during the summer there had been no demands made on the Students' Loan Fund.

It was voted that the President should sign the contract covering the teaching given during June for the Federal Board Students.

The Principal then laid before the Committee a matter involving his authority as head of the School. He reported that he had asked Mr. Stratton to meet Mr. France in his office, that the Principal might discuss with the two Directors various matters of importance affecting the whole School: that after several refusals on the plea of previous engagements, Mr. Stratton finally declined to meet his fellow Director.

After stating the obvious fact that there could be but one head to a School, and that Mr. Stratton's refusal to attend the meeting was a defiance of the authority of the Principal, Mr. Elliott asked the Committee to decide what course was to be pursued, saying that should the matter be left in his hands, he would again ask Mr. Stratton to attend a meeting of the Principal and the two Directors, and would inform Mr. Stratton that a second refusal would be regarded as tantamount to the presentation of his resignation.

It was moved and seconded that this matter be left in the hands of the Principal, with full power.

This motion was carried without a dissenting voice.

The Meeting was then adjourned.

August Elliott

Secretary.

Minutes of meeting. Committee on Instruction. November 4, 1920.

Present: Mr. Price, Chairman, Mr. Bond, Mrs. Brinton, Mrs. Cox, Mr. Fleisher, Mr. McIlhenny, Mrs. Meigs, Mrs. Mifflin, Mr. Richardson, the Countess of Santa Eulalia, Mr. Seeler, Mrs. John Wister, Mrs. Jones Wister and Mr. Wood.

The Minutes of the previous Meeting were read and approved, with the changes noted below:

That Mrs. Mifflin wished to have placed on the records her negative vote in the matter of the motion giving power to the Principal to deal with Mr. Stratton's refusal to comply with his reasonable request.

That the Countess of Santa Eulalia wished to have the words concerning her report on the Students' Loan Fund changed from "during the Summer" to "since the last report".

Principal's Report.

The report of the Principal was read and accepted.

Refunds.

The refund of the following tuition fees, as recommended by the Registrar and Principal, was authorized:-

F. P. Blair.....	\$70.00
J. Mark Early.....	100.00
William Schaeffer.....	18.00
J. S. Thachrah.....	250.00
Helen Watson.....	20.00
Total.....	<u>\$458.00</u>

Communications.

A communication was received from Mr. D'Ascenzo regretting his necessary absence from the Meeting.

Reports of Committees.

Reports were then made by the Chairman of the Standing Committees:-

Mrs. Cox reported on the progress of the work of the Costume Class, and announced that an offer had been made by Mr. of "Vogue" to lend to the School a group of fashion drawings.

Mr. Seeler, for the Committee on Modeling and Carving, reported progress.

The Treasurer's report was read and approved, and referred to the Executive Committee.

The recommendation of Mr. France and the Principal that the School be represented at the forthcoming Silk Exhibition in New York: the cost of the booth being \$200.00, in addition to the expenses of installation, was approved and referred to the Executive Committee.

The Principal's recommendation that the School defray the expense of mounting the drawings entered in the Beaux Arts Society's competitions (the cost of this ranging from \$8.00 to \$10.00, three or four times during the year) was approved and referred to the Executive Committee.

In connection with the reading of the report of the Principal, it was asked that the letters which passed between the Principal and the Director of the Art Department since the last Meeting, be read. This was done and the point as to whether the Director had or had not resigned was raised. The Chairman stated that, although the Director had not presented a resignation, no other interpretation of his letters was possible: he had, in effect, resigned.

The motion was then made and seconded that a recommendation be made to the Executive Committee that Mr. Stratton be given the title of Director Emeritus and be paid a yearly salary of \$1000.00 a year for life. The motion was lost: of the fourteen members present, five voted in the affirmative and six in the negative.

It was then asked that, in spite of the negative vote, the matter be brought to the attention of the Executive Committee.

The Meeting then adjourned.

A handwritten signature in dark ink, appearing to read "Huger Elliott". The signature is fluid and cursive, with a large, sweeping flourish at the end.

Secretary.

Minutes of Meeting. Committee on Instruction. December 2nd., 1920.

Present: Mr. Price, Chairman, Mr. Bond, Mrs. Brinton, Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mrs. Mifflin, Mrs. Nichols, and Mrs. Jones Wister.

The reading of the Minutes of the last meeting was dispensed with.

Communications were received from Mrs. Cove, Mr. Fleisher, Miss Lea, Mr. Seeler, Mrs. John Wister, and Mr. Wood, regretting necessary absences.

Principal's
Report:

The Principal read his monthly report, appended to which was the report of the Director of the Textile Department. In Mr. Elliott's report he announced the resignation of Miss Dow from the Faculty and the temporary arrangements made to carry on her work. In reply to a question, her letter was read: her reason for resigning being dissatisfaction with the recent changes which have taken place.

The Chairman called for reports from the various sub-committees: one or two reported progress.

The bills were presented and it was voted that they be referred to the Executive Committee, with the recommendation that they be paid.

Refunds:

The refund of the following tuition fees, as recommended by the Principal and the Registrar, was referred to the Executive Committee, with the recommendation that they be paid:

Clara Bryant.....	\$16.00
Mary Colagreico.....	20.00
W. O. Fairbanks.....	120.00
E. J. Garson.....	7.00
Mrs. Ida Gorman.....	49.00
Ransley Krogh.....	18.00
H. L. MacBride.....	14.00
Hollis D. Phelps....	185.00
Mary A. Paddock.....	18.00
Total.....	<u>\$442.00</u>

In connection with this matter, the question was raised as to whether the School is too lenient, and it was decided that the Chairman confer with the Principal and Members of the Faculty and establish rules to govern all such requests.

A letter from Mr. Brinton, concerning the conferring of the title of Director Emeritus upon Mr. Stratton, was read. No action was taken.

It was voted to recommend to the Executive Committee, the expenditure, by the Principal, of not more than \$100.00 to send members of the Faculty to New York to study the forthcoming Exhibition, at the Metropolitan Museum, of work executed by New York firms, which work is the direct result

of the study of the collections of the Museum.

There being no further business, the meeting adjourned.

August M. S.
Secretary.

Minutes of Meeting. Committee on Instruction. January 6th., 1921.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mr. Borie, Mr. Brinton, Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mrs. Nichols, The Countess of Santa Eulalia and Mr. Wood.

Regrets for necessary absences were received from Mr. Fleisher, Mr. Seeler, and Mrs. John Wister.

Reports of
Standing
Committees:

The Chairman called for reported from the various Standing Committees.

Mrs. Logan reported for the Library Committee, urging that the new equipment be installed.

Mr. Wood, for Weaving and Related Branches, reported progress.

The Countess of Santa Eulalia reported that the Students' Loan

Fund had been increased by interest amounting to \$20.00.

Refunds:

The Chairman reported that a sub-committee had met to discuss the question of refunds: that since no hard and fast rules could be formulated, the present method of dealing with the matter was found satisfactory, but that it had been determined to omit from the circulars the references to refunds.

Report of
Treasurer:

A summary of the Treasurer's Report was presented, with the current bills. This was approved and referred to the Executive Committee.

A new issue of the pamphlet on "Technical Education in Textiles" was approved, this to include, for the Silk Exposition in New York, a special leaflet, and the matter was referred to the Executive Committee.

It was voted to recommend to the Executive Committee the engaging of Mr. Thornton Oakley for one evening a week, to teach an Advanced Class in Illustration, at a fee of \$5.00 per evening.

It was voted to appoint a sub-committee to consider the problems of the Textile Department.

Mrs. Nichols offered the suggestion that the School try to raise the artistic standards of the New Year's Day parade by preparing two or three floats, which should be truly artistic.

Refunds:

The following refunds were approved and referred to the Executive Committee:

Lancelot Evans.....	\$20.00
Margaret Lenart.....	12.00
M. M. Richman.....	12.00

The Meeting then adjourned.

Hugh Elliott
Secretary.

Minutes of Meeting. Committee on Instruction. February 3rd., 1921

Present: Mr. Price, Chairman, Mr. Borie, Mrs. Cox, Mr. D'Ascenzo, Mr. Fleisher, Mr. Jenks, Mrs. Nichols, Mr. Seeler, Mrs. John Wister, Mrs. Jones Wister and Mr. Wood.

The Minutes of the last Meeting were read and approved.

Principal's
Report:

The Principal presented his monthly report with that of the Director of the Textile Department. He reported the resignation of Mr. Sparks, who left on account of pressure of business. He also reported the engaging of assistant teachers: Mr. Archdeacon, Mr. Molind, Mr. Shenton and Mr. Shultz: the latter to supply the need of certain Federal Board men for instruction in Sign-painting --- the others to help with the over-large first year class. He recorded the gift, from Mrs. Frank Patterson, of \$600.00 for the purchase of a band-saw; and the gift, from the Women's Advisory Committee of \$500.00 --- \$250.00 of which is to be used by the Director of the Museum for the purchase of such objects as may assist the students, and \$250.00 for the purpose of sending teachers to other cities to inspect schools or to visit exhibitions.

Regrets for their necessary absences were received from Mrs. Blankenburg, Mr. Bond, Mrs. Grove, Miss Lea, Mr. McIlhenny, and Mrs. Meigs.

The Principal presented a request from Miss Valentine that the School take a leading part in establishing an Annual Competition of poster and advertising work. It was voted that the School offer its Exhibition Hall for such a purpose, but decline other responsibility.

Reports of
Standing
Committees:

Reports from Standing Committees were then asked for. Mrs. John Wister reported that sixty visitors had recently been shown through the Textile Department. Mr. Jenks stated that the Committee on Cotton Manufacture had nothing new to report. Mr. Seeler, for the Committee on Modeling and Carving, reported progress.

The following refunds were approved and referred to the Executive Committee for action:

Elizabeth Hurlock.....	\$20.00
Florence Plummer.....	16.00
Robert Sempsey.....	10.00
Gertrude Wells.....	16.00

The following appointments of teachers, recommended by the Principal, were approved and referred to the Executive Committee: The engaging of:

Mrs. Joseph T. Bailey for four and one-half days' services (instead of three) from January 1st., on the basis of a yearly salary of \$2,250.00;
of Miss Otilie Bachman for full time work, including Saturdays, from January 1st., on the basis of a yearly salary of \$1,750.00;
of Mr. Archdeacon for 2- $\frac{1}{2}$ days a week at \$6.00 a day

of Mr. Shenton for $1\frac{1}{2}$ days a week at \$6.00 a day
 " " Molind " 1 " " " " " " "
 " " Rosin " $\frac{1}{2}$ " " " " " " "
 " " Shultz " three evenings a week at \$5.00 an evening
 " Miss Eckert " $\frac{1}{2}$ day a week at \$4.00 a day
 " Miss Merrill " 1 " " " " " " "

The current bills were approved and referred to the Executive Committee for action.

Mrs. Coxé asked that a competent instructor be engaged for the Costume Class and that materials be purchased for the use of the students. The matter was referred to the Principal.

The Meeting then adjourned.

Hugh Ellis
 Secretary.

Minutes of Meeting. Committee on Instruction. March 3rd., 1921.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mr. Brinton, Mrs. Cox, Mr. Jenks, Mrs. Logan, Mrs. Meigs, Mr. Seeler, and Mrs. John Wister.

The Minutes of the last Meeting were read and approved.

Principal's
Report:

The report of the Principal, including that of the Director of the Textile Department, was read and approved. The Principal stated that the actual number of students in the School was 1497, with an enrollment of 1589: 92 of the students taking two or more courses.

Regrets for necessary absences were received from Mr. Borie, Mr. d'Ascenzo, Mr. McIlhenny, Mr. Richardson, the Countess of Santa Eulalia, Mrs. Jones Wister and Mr. Wood.

In his letter Mr. McIlhenny made several suggestions in reply to the circular letter from the Principal concerning the policies of the School: Mr. Borie, Mr. Richardson and the Countess of Santa Eulalia also mentioned these matters.

Reports were asked for from the Standing Committees: the Chairmen reported satisfactory progress.

Refunds:

The following refunds were approved and referred to the Executive Committee for action:-

Francis Ballard.....	\$50.00
Gladys Hill.....	25.00
S. Alfred Newman.....	75.00
Bessie Riegel.....	50.00
Gail Sexton.....	42.00

The current bills were approved and referred to the Executive Committee for action.

The matters referred to in the letter from the Principal were discussed at some length and he was asked to put them in the form of a report to be submitted to the Committee. Two of the points raised were disposed of as follows:

Summer
School:

It was voted that the Summer School should be conducted by the School and not as a private venture, as in former years.

Evening Teachers'
Salary:

It was voted that the minimum pay for teachers in the Evening School should be \$5.00 for a two-hour session.

The Meeting then adjourned.

Angus S. Childs.
Secretary.

Minutes of Meeting. Committee on Instruction. April 7th., 1921.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mr. Borie, Mrs. Coxé, Mr. Fleisher, Mr. Jenks, Mrs. Logan, Mrs. Nichols, Mr. Richardson and Mr. Wood.

The Minutes of the last Meeting were read and approved.

Principal's
Report:

The report of the Principal, including that of the Director of the Textile Department, was read.

Regrets for necessary absences were received from Miss Lea, Mr. McIlhenny, Mr. Seeler, Mrs. John Wister and Mrs. Jones Wister.

Mr. McIlhenny requested the Principal to make a brief report of the trip to Harrisburg, which these gentlemen made on April 6th. They saw the Chairmen of the Appropriation Committees, several Representatives and Senators, and the Governor. They were all seemingly well-disposed toward the Institution, but held out little hope of an appropriation larger than that given two years ago.

Reports of
Committees:

The Chairman called for reports from Chairmen of Standing Committees: Mr. Bond, Mrs. Logan, Mr. Wood and Mr. Jenks reported progress. Mrs. Coxé, for the Costume Class, presented an interesting report, in which were extracts from a letter from Mrs. Volka, of New York, who gave many helpful suggestions. These, the Principal, with the invaluable assistance of Mrs. Coxé, will attempt to follow.

Refunds:

The following refunds were approved and referred to the Executive Committee for action:

S. Alfred Newman.....	\$75.00
Marie Reilly.....	50.00
Joseph L. Sweet.....	46.00
Freda Weiserling.....	16.00
Alice T. Miller.....	20.00

Bills:

The following bills were approved and referred to the Executive Committee for action:

For salaries and wages.....	\$11,552.06
" gas.....	185.20
" coal.....	815.00
Sundry School bills.....	2,514.58
" Museum bills.....	2,047.29

The Principal then spoke of his plans for the Art Department for next year, making the following recommendations:

The reappointment of the following instructors at the present salary:

Miss Otilie Bachman.....	\$1,750.00
Mrs. Joseph T. Bailey.....	1,800.00
Mr. J. Frank Copeland.....	2,750.00
Miss Helen A. Fox.....	2,000.00
Mr. Charles T. Scott.....	3,125.00
Miss Mary B. Sweeney.....	1,750.00

The reappointment of these at the salaries named:

Mr. Herman Deigendesch.....	\$2,100.00
Miss Mabel B. Hall.....	2,000.00
Miss Ida E. Macfarlane.....	2,100.00
Mr. Edward Warwick.....	2,750.00

The appointment of the following new teachers:

Mr. Edmondson Hussey.....	\$3,400.00
Mr. Thornton Oakley.....	1,750.00
Miss Ellen F. Meehan.....	2,200.00

In answer to a question concerning the small increases in salary offered, the Principal stated that these were more in the nature of testimonials of good wishes than anything else -- that he would gladly suggest larger increases did the funds of the School warrant it.

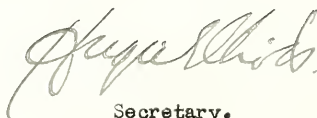
In the case of Mr. Oakley, the Principal explained that the salary was not large, as Mr. Oakley will teach but three afternoons and one evening.

Mr. Hussey, he explained, is to take charge of the Teachers' Training Course: with this clear-thinking and experienced man it is expected that the course may become one of the most important in the School.

Miss Meehan is to teach the principles of color and design in the Entering Class: a foundation work of the utmost importance.

It was voted to refer the matter of these appointments to the Executive Committee, with the recommendation that they be made.

The Meeting then adjourned.



Secretary.

Minutes of Meeting. Committee on Instruction. May 5th., 1921.

Present: Mr. Price, Chairman, Mr. Bond, Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan, Mr. McIlhenny, Mrs. Neigs, Mrs. Nichols, Mr. Seeler and Mr. Wood.

The report of the Principal, including that of the Director of the Textile Department, was read.

Salary increases
in Textile
Department:

The following increases in the salaries of the Instructors in the Textile Department were approved and recommended to the Executive Committee:-

John France.....	from \$1600. to \$1700. a year
Frank Giese.....	" 2200. " 2400. " "
John Lockwood.....	" 2600. " 2800. " "
William McLain.....	" 2300. " 2500. " "
John Naab.....	" 2200. " 2400. " "
William Pfeiffer.....	" 2500. " 2700. " "
Percival Theel.....	" 2300. " 2500. " "
Allan Watson.....	" 1800. " 2100. " "

Regrets for necessary absences were received from Mrs. Cox, Miss Lea, Mrs. John Wister and Mrs. Jones Wister.

Reports of
Standing
Committees:

Chairmen of Standing Committees were asked for reports.

Mr. Seeler, for Modeling and Carving, reported progress.

Mr. Bond, Mrs. Logan, Mr. McIlhenny, Mr. Jenks and Mr. Wood had no reports to make for their Committees.

Refunds:

The following refunds were approved and recommended to the Executive Committee:

John D. Best.....	\$50.00
Helen Henderson.....	50.00
Irene Kershaw.....	20.00

The following bills were approved and referred to the Executive Committee for action:

Salaries and wages.....	\$11,692.65
Coal.....	532.90
Gas.....	120.00
Sundry School Bills.....	2,368.96

The Principal stated that he wished to make a drastic rearrangement of the Library during the month of June, and would need an Assistant for Miss Berg. It was voted to recommend to the Executive Committee the engaging of Miss Cave at a wage of \$22.00 a week for four weeks.

Mr. McIlhenny recommended that some scheme be devised by which the pottery equipment, purchased from the Baugh-Barber Fund, might be so designated, and that the sum of \$1,000.00 from the Fund be used annually to pay a part of the salary of the Instructor in charge of the course in pottery. It was voted to recommend this action to the Executive Committee.

The Principal asked that the Committee consider the enlarging of the quarters of the Art and Textile Club, that all of the male students might be required to join: a demand made now only of the students in the Textile Department. The Club occupies the basement room below the Assembly Hall -- even now too small. The suggestion is, that a temporary structure be erected, in the central court, adjoining the Club Room. Mr. Seeler kindly had an estimate made on this: the cost would probably reach \$6,000.00.

The matter was discussed and it was voted to refer it to the Executive Committee, merely stating that the idea appealed to the Committee on Instruction.

The Meeting then adjourned.

A handwritten signature in cursive script, appearing to read "Hugh M. S.", is written above the title "Secretary.".

Secretary.

Minutes of Meeting. Committee on Instruction. October 6, 1921.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mr. Fleisher, Mr. Jenks, Mr. McIlhenny, Mrs. Meigs, Mrs. Nichols, Mr. Seeler and Mrs. Jones Wister. The Secretary of the Corporation was also present.

The reading of the minutes of the last meeting was dispensed with.

Principal's Report.

The report of the Principal was read and accepted. He stated that the registration, to date was as follows:

Beginner's Class.....	187
Second Year.....	102
Third Year.....	86
Fourth Year.....	32
Special Students.....	12
Total Day.....	<u>419</u>

Saturday Morning.....	44
Evening Class.....	106
Summer School.....	102
Total for the year to date...	<u>683</u>

The following members sent regrets for their necessary absences: Mrs. Coxe, Miss Lee and Mrs. Logan.

Bills.

The current School bills were approved and referred to the Executive Committee for action.

Refunds.

The following refunds were approved and referred to the Executive Committee for action:

	Paid	<u>Recommended Refund</u>
Anderson, Esther	\$ 55.00	\$ 50.00
Barnett, Anna	55.00	50.00
Beistle, Pearl	55.00	50.00
Ewing, Marian	10.00	10.00
Finkler, Lillian	50.00	50.00
Gamble, Dorothy	50.00	50.00
Garrison, Elizabeth	50.00	50.00
Glass, John	55.00	50.00
Hay, Robert	55.00	50.00
Laupheimer, Max	150.00	150.00
McKinley, Mildred	55.00	50.00
Murray, Edith	20.00	5.00
Nevice, George	50.00	50.00
Pritz, Eva	55.00	50.00
Scarlett, Joseph	55.00	25.00
Thalheimer, Byron	25.00	25.00

Actions of the Principal.

The following actions of the Principal were approved and referred to the Executive Committee:

The engaging of Mrs. Frank Ralston as head of the Costume Design Class, for one day a week at \$50.00 a day and traveling expenses.
Of Mr. Edward Shenton as assistant to Miss Hall, in the Cast Drawing Class for three days a week at \$30.00 a week.
Of Mr. Frederick C. Knight, in a similar position, for 2½ days a week, at \$25.00 a week.

Of Miss Anna C. Krecker, Secretary to Mr. France, at \$27.50 a week, beginning July 1st..

Of Miss Margaret Kenan, Secretary to Mr. Elliott, at \$22.50 a week, beginning Sept. 19th..

To authorize the Principal to expend the sum of \$200.00 for books and photographs for the library.

Acknowledg- It was voted to request the Executive Committee to extend the thanks
ment of Gifts. of the Corporation to Mrs. Robert C. Drayton for her gift of costumes
and also to Miss Natalie Harlan Davis for her gift of books.

The Meeting then adjourned.


Secretary.

Meeting of Instruction Committee: November 3, 1921.

President: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mrs. Cox, Mrs. Logan, Mr. McIlhenny, Miss Meigs, Mrs. Nichols, Mr. Richardson, Mrs. John Wister and Mrs. Jones Wister. Mr. Winslow was also present.

The reading of the minutes of the last meeting was omitted.

Principal's Report. The report of the Principal was read: Mr. Elliott stated that it had proved necessary to secure the services of two additional assistant teachers: Miss Biester, for the Saturday Class and Mr. McMerney, to assist Miss Hall in the Cast Drawing Class and for the Evening Class.

Mr. D'Ascenzo and Mr. Seeler sent regrets for their necessary absences.

Mrs. Cox, Chairman of the Committee on Costume and Pageantry, reported that excellent work is being done under Mrs. Ralston: the class is large and enthusiastic. As Mrs. Cox phrased it, the students are not getting dessert before soup: they are being taught dress design from the view-point of structure. The Chairman voiced a plea that the manufactures assist by giving materials: Mr. Richardson promised his aid.

The following refunds were approved and it was voted that they be referred to the Executive Committee:

		<u>Paid.</u>	<u>Recommended Refund.</u>
Cronin, John	22.00	Desired work not given	22.00 Even. Class
deMoya, Gertrude	20.00	Unforseen circumstances.	20.00 " "
Hay, Robert	50.00	Desired work not given.	46.75 " "
Joseph, Margaret	50.00	Scholarship.	50.00 Day Class
Kerley, Philip	20.00	Desired work not given.	20.00 Even. Class
King, Edward	20.00	Desired work not given.	20.00 " "
Laufer, A. M.	20.00	Unforseen circumstances.	19.00 " "
Luft, Grace	20.00	Unforseen circumstances.	19.00 " "
Mikelait, Lula	20.00	Leaving City.	20.00 " "
Morton, Mabel	25.00	Work too elementary.	25.00 Special Day/
Peacock, Margaret	20.00	Desired Work not given.	20.00 Even. Class.
Recker, John	20.00	Desired work not given.	20.00 " "
Sermons, Mary	20.00	Unforseen circumstances.	20.00 " "
Steele, Grace	20.00	Unforseen circumstances.	19.00 " "
Lesh, Robert	185.00	Sickness.	150.00 Day Class.

After some general discussion concerning School matters the meeting adjourned.


Secretary.

Meeting of the Committee on Instruction: December 1st, 1921.

Present: Mr. Price, Mrs. Blankenburg, Mrs. Cox, Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan, Mr. Seeler, Mrs. John Wister and Mrs. Jones Wister. Mr. Winslow was also present.

Miss Lea, Mrs. Meigs and Mrs. Nichols sent regrets for their necessary absences.

The minutes of the last meeting were not read.

The Principal's report was read and accepted.

Reports:-

Mrs. Logan reported on the changes which had been made in the Library and, for the Library Committee, offered to place shelves in the upper room. This offer was accepted and the thanks of the Committee were extended to Mrs. Logan.

Bills:-

The current School bills: \$10,115.87 for salaries, \$1,835.99 for wages, \$2,487.74 for general expenses were approved and referred to the Executive Committee.

Requests:-

The Principal requested that permission be granted him to refuse further admission for the remainder of the year to students eligible only for the Beginners' Class: those with "Advanced Standing" to be admitted at any time, as has always been the custom. This request was granted.

He also asked that the following equipment for the Wood-working Classes be purchased:

	Estimated Cost.
1 Wood-working lathe.....	\$260.40
1 6" Jointer.....	176.50
2 bench hand trimmers.....	92.00
1 hollow chisel mortising machine.....	290.00
	<u>\$818.90</u>

This request was approved and referred to the Executive Committee.

Refunds:-

The following refunds were approved and referred to the Executive Committee:-

	Refund.
Cloverdale, Alice	27.25
Dannenbauer, W. J.	14.00
Dowling, Agnes.....	50.00
Everett, John.....	37.50
Feldman, Samson.....	37.50
Imbruglia, J.T.....	10.00
Morgan, Harold.....	75.00
Rudolph, Norman.....	45.00
Wright, E. Isabel.....	45.00

The meeting then adjourned.

Agnes Wister

Secretary.

Meeting of the Committee on Instruction: January 5, 1922.

Present: Mr. Price, Mrs. Blankenburg, Mr. Bond, Mr. Borio, Mrs. Cox, Mr. Jenks, Mrs. Logan, Mrs. Leigs, Mrs. Nichols, Mr. Sealer and Mrs. John Wister.

Regrets for their necessary absences were received from Mr. Fleisher, Mr. McIlhenny, Mr. Richardson, the Countess of Santa Eulalia and Mrs. Jones Wister.

Reports:- The Principal's report was read and accepted.

Mrs. Blankenburg reported that the Associate Committee of Women had sent a cheque of \$500.00 to Mrs. Scott, following the tragic death of her husband on December 5th.

Refunds:- The following refunds were approved and referred to the Executive Committee:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Recommended Refund.</u>
Shropshire, Verma	50.00	Illness	37.50 Art Day
Strain, Josephine	50.00	Leaving City	12.50 " "
Vary, Alton	20.00	Leaving City	13.00 Art Evening
Roth, H. L.	195.00	Illness in Family	110.50 Textile Day
Shaw, B. J.	185.00	Called from City	125.50 Textile Day

Bills:- The following current School bills were approved and referred to the Executive Committee:- Salaries, \$9,245.48; Wages, \$4,348.06; Expenses, \$2,703.54.

Requests:- At the request of the Principal the following items were approved and referred to the Executive Committee.

That Miss Jessie F. Gordon be engaged for the remainder of the School year to give instruction in Pottery on Saturday mornings at \$22.50 a session.

That Mr. Louis Milione be engaged to give instruction in Modeling on four half-days a week at \$40.00 a week.

That Mrs. Wm. Pope Barney be engaged to conduct, under Mr. Elliott's supervision, special research work with the Beginners' Class on four half-days a week at \$25.00 a week.

*** That the salary of Miss Label Hall be increased from \$2,000 to \$2,500 for the School year 1921-22: such increase to be effective only from January 1, 1922.

That the wage of Miss Kenan, Mr. Elliott's secretary be raised from \$22.50 to \$25.00 a week, beginning January 1, 1922.

That a Diploma be granted to Mr. Edward Warwick.

The meeting then adjourned.

*** That Mr. Edward Smith be engaged to assist Miss Hall on three days a week (six sessions) at \$5.00 a session.

Augusta M. Smith
Secretary.

Present: Mrs. Blankenburg, Mrs. Coxe, Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan and Mrs. John Wister.

Mr. Price being unavoidably absent it was voted that Mr. Jenks take the chair

The minutes of the last meeting were read and approved.

The Principal's report was read and accepted.

Letters were received from Dr. McIlhenny, Mrs. Meigs, Mr. Price, the Countess of Santa Eulalia, Mr. Seeler and Mrs. Jones Wister regretting their necessary absences.

Mr. Elliott reported on the work being done by the new Instructors in Modeling and Pottery.

Mrs. Cox reported concerning the progress being made in the Costume Design Class: that the students were being given the fundamental practice side of the work as well as instruction in design. Five costumes were displayed that the Committee might see what was being accomplished. The question of the students being allowed to design costumes for New York firms was left to the discretion of the Chairman of the Committee.

Mrs. Blankenburg reported for Mrs. Walbaum, Chairman of the House Committee of the Associate Committee of Women, asking that \$250.00 be appropriated for the purchase of trays, oil-clth and other necessary equipment for the restaurant.

This was approved and referred to the Executive Committee for action.

The following matters were approved and referred to the Executive Committee for action:

<u>Refunds:-</u>	<u>Paid.</u>	<u>Reason for Leaving.</u>	<u>Recommended Refu</u>
Grier, Evelyn	50.00	Illness	25.00 Art Day.
Larzelere, Susan	20.00	Death of Mother	6.00 Art Even.

Bills:-

"10354	Teachers & Helpers Salaries.....	\$ 11,192.17
"10355	Other than Teachers Salaries.....	1,710.66
"10356	General Expenses.....	3,188.85

The meeting then adjourned.

Super Slides
secretary.

Meeting of the Committee on Instruction March 2, 1922.

Present: Mr. Price, Chairman, Mr. Bond, Mr. Fleisher, Mr. Jenks, Mr. McIlhenny, Mrs. Nichols, Mr. Seeler and Mrs. Jones Myster. Mr. Winslow was also present.

Before the meeting was called to order, Mrs. Halston, at the request of Mrs. Coxe, gave a brief outline of the work being done in the Costume Class. She stressed the need that the students be trained to be business-like. She described how they are being taught to render with their hands the ideas they conceive: and urged that there be established at the School a place of exhibition and exchange, where workers might see what we are doing and the students learn what is being done in the business world.

It was decided that a committee should be appointed to report upon such a plan. The chairman appointed on this Committee Mrs. Coxe, Mrs. Nichols, Mr. Bond, Mr. Fleisher, Mr. McIlhenny and the Principal.

After Mrs. Halston had withdrawn, the Principal's report was read. This dealt at some length with the visits recently paid by the students to various manufacturing plants.

Regrets for their necessary absences were received from Mrs. Blankenburg, Mrs. Coxe, Mrs. Leigs, the Countess of Santa Eulalia and Mrs. John Myster.

The following matters were approved and referred to the Executive Committee:

- That refunds of \$100.00 each be paid to Benedict and Milton Bruml.
- That the following bills be paid:-

Salaries.....	\$10,336.42
Wages.....	3,866.96
General Expenses.....	4,228.61

That the recommendations of the Principal concerning the summer School be approved--to wit: that the session be for five weeks: the fee be \$30.00, and that the teachers be paid at the rate of \$18.00 per day.

That a School Diploma be granted to Edward C. Moore.

The meeting then adjourned.

Agnes M. Myster
Secretary.

Meeting of the Committee on Instruction, April 6, 1922.

Present:- Mr. Price, Chairman; Mrs. Blankenburg, Mr. Bond, Mrs. Coxé
Mr. D'Ascenzo, Mr. Jenks, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mrs. Nichols,
Mr. Richardson, Mr. Seeler, Mrs. Jones Wister and Mr. Wood.

The report of the Principal was read and accepted. In this he mentioned the many visits made by the students to manufacturing plants, under the guidance of Mr. Winslow and of visits to private homes, accompanied by Mr. Warwick--this latter in connection with the study of interior decoration and furniture. Mention was also made of the success of the Fashion Show and of the winning of prizes by students in the recent competition held at the Art Centre, New York.

⇒ Current School Bills:- Salaries.....\$12,658.32
Wages..... 2,023.82
General Expenses..... 4,818.32

The following matters were approved and referred to the Executive Committee for action:-

➤ Increase in salaries:-

Miss Bachman.....	from \$1750.00.....	to \$1950.00 a year
Mr. Copeland.....	" 2750.00.....	" 2850.00 " "
Mr. Hussey.....	" 3400.00.....	" 3600.00 " "
Mr. McLellan.....	" 2200.00.....	" 2400.00 " "
Miss Meehan.....	" 2200.00.....	" 2400.00 " "
Mr. Sinnock.....	" 1750.00.....	" 1850.00 " "
Miss Sweeney.....	" 1750.00.....	" 1950.00 " "
Mr. Warwick.....	" 2750.00.....	" 3000.00 " "

Agreement with the United States Veteran's Bureau concerning Summer School work:

That the School engage for the months of June, July and August (13 weeks) competent teachers (whose combined salaries shall not exceed \$4,000.00) to instruct the students of the Bureau at LaPorte, Penna: the Bureau to guarantee to the School tuition fees of \$25.00 per month for the not less than sixty (60) students: the Bureau to have the privilege of placing, without further charge, certain of these students in the regular summer classes held at the School through July (5 weeks).

The Principal presented a request from the Lansdowne High School: that, in return for the courtesy extended to us of allowing our pupil teachers to practice in that School, we offer free tuition (\$30.00) in our Summer School to one of the teachers of the Lansdowne School.

It was voted to refer the request to the Associate Committee of Women, asking its help in this matter.

The meeting then adjourned.

Theresa E. Ellis
Secretary.

Meeting of Committee on Instruction, October 5, 1922.

Present: Mr. Price, Chairman: Mrs. Blankenburg, Mr. Bond, Mr. Jenks, Mr. McIlhenny, Mrs. ~~N. R. Rols~~, Mr. Seeler and Mrs. Jones Wister. Mr. Winslow was also present.

The report of the Principal was read and accepted. The registration to date was as follows:

Day:-	Art.....	415
	Textile.....	179
	Total.....	<u>594</u>
Evening:-	Art.....	249
	Textile.....	303
	Total.....	<u>552</u>
Saturday.....		74
Summer Session (here and at Laporte).....		162

Grand Total.....1,382

Mr. D'Ascenzo sent his regrets for his necessary absence.

The following refunds were approved and referred to the Executive Committee for action:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>
Fitzpatrick, Thomas	50.00	Unable to continue	50.00 Art Day
McCann, Susanne	50.00	Illness	31.50 " "
Mowery, Helen	50.00	Instruction not what was desired	47.00 " "
Reinhardt, Anna	20.00	Unable to attend	20.00 " Even.
Teal, W. Thomas	50.00	Course not what was desired	50.00 " Day
Hartman, Annette	50.00	Unable to do the work	50.00 " "
Ringgold, Elizabeth	50.00	Received State Scholarship	50.00 " "
Hsiao, C. H.	50.00	Recalled to China	40.00 Textile Day

It was voted that Mrs. R. W. VanHorn be allowed \$20.00 on the regular tuition fee for the day classes; she having paid \$25.00 last year as a special but on account of sickness attended but three and a half days.

The following bills were approved and referred to the Executive Committee for action:-

	<u>General Expenses</u>
June	11,067.16
July	14,500.11
August	16,281.63
September	14,961.32

It was voted that the Roman Catholic High School be granted a scholarship for the current year: a copy of the letter of agreement being given below. (P. 76)

It was voted that the Principal be authorized to grant to special qualified students desiring to work for a Diploma in the Teachers' Training Course

the privilege of attending evening classes without payment of the evening class fees if such students have paid the fees for the day classes but attended these classes for less than half-time.

It was voted to approve the following appointments of the Principal and to refer them to the Executive Committee for action:-

Miss Eugénie Fryer as Librarian for the year 1922-23 (five and a half days and one evening a week) at a salary of \$1500.00 a year.

Miss Irma L. Tilton as guardian in the Library from one to two P.M. on the first five days of the week, at \$4.00 a week.

Miss Francis H. Beister as guardian in the Library on Wednesday evenings, at \$3.50 an evening.

Miss E. E. Richardson as assistant to Miss Hall: three full days and one forenoon, at \$5.00 a half day.

Mr. John Lockwood an increase of \$500.00.

Mr. George G. Byler (taking Mr. Hoyt's place as instructor in Elementary Chemistry) at \$2200.00 a year.

Mr. Joseph E. Goodavage (taking Mr. Watson's place in the Department of Chemistry and Dyeing) at \$2000.00 a year.

Mr. Ernal Kaiser assistant instructor in Cotton Spinning at \$1500.00 a year.

Mrs. May Myers as stock-room clerk in the Costume Design Class at \$24.00 a week.

In the Evening Classes:-

Mr. T. P. Farrady as instructor in Interior Decoration: two evenings a week, at \$7.00 an evening.

Mr. Louis Milione as instructor in Modeling: two evenings a week, at \$5.00 an evening.

Mr. Douglas Gilchrist as instructor in Metal-work and Jewelry: two evenings a week at \$5.00 an evening.

Mr. Konetsky as instructor in Iron-work: (taking Mr. Edward's place): three evenings a week at \$5.00 an evening.

Miss Otilie Bachman as assistant to Mrs. Ralston, one evening a week at \$5.00 an evening.

Mr. Edwin H. Krimmel as instructor in Architectural Drawing (taking Mr. Trout's place): two evenings a week, at \$5.00 an evening.

Mr. Wm. Henry Parker as instructor in Shades and Shadows (taking Mr. Krimmel's place): one evening a week, at \$5.00 an evening.

The meeting then adjourned.

John H. D.
Principal.

Rev. William P. McHally,
Rector, Roman Catholic High School,
Broad and Vine Streets,
Philadelphia, Pa..

My dear Sir:-

The Executive Committee of the Trustees of the Pennsylvania Museum and School of Industrial Art has had brought to its' attention your recent correspondence with the Principal of the School, in reference to the scholarship you desire for a pupil of the Roman Catholic High School, and I am instructed to express the great regret of the members of the Committee that there should have been any misunderstanding in regard to the award of the scholarship.

No free scholarships have ever been granted by the School of Industrial Art to the Board of Public Education or to the governing bodies of any other schools.

The statement in the Circular of the School of Industrial Art, that "provision for free instruction in this institution is also made by the Board of Public Education of the City of Philadelphia" for the benefit of pupils" of all the High Schools", is quite exact, for, while such pupils are not required to pay for their tuition, the Board of Public Education pays the School of Industrial Art the full fees for them at the same rate as that charged other pay pupils.

In addition to the free scholarships allotted for appointment by the Governor of the State, the cost of which is covered by the State appropriation to the School, the Trustees have a small number of scholarships at their disposal, which are maintained by the income of certain endowments created for the purpose, and these are the only "free scholarships" which are available for distribution by the Trustees. They are awarded from time to time upon the recommendation of the Principal and faculty of the School to such deserving students as may appear able to profit by the instruction offered, but the granting of them has never been placed in the hands of anyone outside of the School of Industrial Art.

An examination of the former Principal's letters of September 29, 1897, to the Rev. N. F. Fisher and of August 27, 1914, to the Rev. H. T. Henry, former Rectors of the Roman Catholic High School, to which you have referred, shows that the Principal was in a position at the date of writing to award one or two of these endowed scholarships to the young men recommended by the former Rectors, but he had no authority to confer power upon anyone else to fill the scholarships for these or any subsequent years.

Since the opening of the present school year one of the School's free scholarships already awarded has been surrendered, and it gives me much pleasure to inform you that on the recommendation of the Principal and Faculty, this scholarship has been awarded for the current year to the pupil of your School, whom you have proposed, and on reporting to the Principal he will be furnished with a certificate of his admission to the School.

Yours very truly,

Charles H. Winslow,
Secretary.

Present; Mr. Price, Chairman: Mrs. Cox, Mr. Jenks, Mrs. Logan, Mr. McIlhenny, Mrs. Leigs, Mrs. Rhoades and Mr. Seeler. Mr. Winslow was also present.

The following members sent regrets for their necessary absences: Mr. Bond, Mrs. Nichols and Mr. Wood.

The Principal's report gave the following figures concerning registration to date:

<u>Art</u>	
Day	450
Evening	323
Saturday	128
Total	901

<u>Textile</u>	
Day	185
Evening	420
Total	605

Grand Total 1506

Mrs. Cox reported on the progress of the class in Costume Design. She asked that members of the Committee give Mrs. Walston letters to Philadelphia Manufacturers that she might ask for material for the use of the Class.

Mr. Elliott read a letter from Mr. Fleisher thanking the Trustees for a scholarship awarded to the Graphic Sketch Club.

The following matters were approved and referred to the Executive Committee for action:-

Refunds:-	Paid	Reason for Leaving	Refund	Recommended
Clay, Myrtice	20.00	Employed in evenings	17.00	Art Eve.
Ebey, Edith	25.00	Financial Reasons	24.00	" Day
Hart, Henrietta	20.00	Illness	18.00	" Eve.
Hibbs, Edna	50.00	Awarded State Scholarship	50.00	" Day
Juliano, Wm.	20.00	Working in evenings	17.00	" Eve.
Lichette, Evelyn	50.00	Studying in Evenings	46.75	" Day
Posternock, Ida	20.00	Transferred to Saturday	20.00	" Eve.
Seth, Mary	50.00	Illness	37.50	" Day
Wyckoff, Jr., Wm. T	50.00	Financial	34.25	" Day
Davey, Lora	20.00	Unable to come Fri. Eves.	10.00	Tex. Eve.
Perreault, N. J.	10.00	Unable to do 2nd year work	10.00	" "
Turney, A. J.	15.00	Transferred to Chicago	14.00	" "

Bills:-

Salaries.....	10,166.49
Wages.....	3,206.29
General Expenses.....	4,468.11
Total.....	17,840.89

Additions to the Faculty:-

Miss Hall: special course in anatomy Saturday Mornings	\$10.00	per session
Mr. Lukens: extra period on Wednesday afternoons.....	3.00	" " "
Mr. Austin Purves: assistant instructor in Beginners' Drawing Class; three evenings a week.....	5.00	" " "
Mr. Sinnock: special work for teachers on Saturday mornings....	7.50	" " "

The meeting then adjourned.

Principal.

December 7, 1922: Minutes of the Meeting of the Committee on Instruction.

Present:- Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Cox, Mr. Jenks, Mrs. Nichols and Mrs. Rhoades. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. Bond, Mr. D'Ascenzo Mrs. Logan, Mr. McIlhenny and Mr. Seeler.

The minutes of the 1st meeting were read and approved.

In the report of the Principal. the registration was given as 1543 (Department of Industrial Art 936: Textile Department 607)--twenty-five students having withdrawn, the actual enrollment was 1518.

Mrs. Nichols reported on the help given her by Mr. France in preparing for a lecture: he having given her in a brief talk an exceptionally clear exposition of the subject of spinning.

The following matters were approved and referred to the Executive Committee for action:

Refunds:-	<u>Paid.</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>
Baldwin, R. Roberts	\$50.00	Awarded Scholarship	\$50.00 Art Day
Brooks, Walter	20.00	Employed at nights	15.80 " Eve.
Dismant, Marion	20.00	Unable to do work both day & evening	19.00 " "
Feldman, King	20.00	Left City	20.00 " "
Graham, Willard	20.00	Physician's advice to discontinue	20.00 " "
McNally, Emanuella	50.00	Unable to keep up with the work	28.00 " Day
McQuiston, Ethel	50.00	Illness	25.00 " "
Walker, Gwynneth	10.00	Eye trouble	9.00 " Sat.
Winslow, Edwina	10.00	Illness (gave note for \$10.00)	1.70 " Eve.
Zwirmer, John	20.00	Deceased	20.00 " "
Bond, Lucille	50.00	Awarded State Scholarship	50.00 " Day

Bills:-

Salaries.....	\$10,703.22
Wages.....	3,261.76
General Expenses.....	4,067.66
Total.....	\$18,032.64

Concerning a request for a refund--the request being dated November 9, 1922, but the period of enforced absence having fallen in the school-year 1921-22, the Committee instructed Mr. Elliott to state that it was not possible to grant refunds after the close of a school-year.

The meeting then adjourned.

Hugh Elliott
Secretary.

Minutes of the Meeting of January 4, 1923: Committee on Instruction.

Present: Mr. Price, Chairman; Mrs. Blankenburg, Mr. D'Ascenzo, Mr. Fleisher, Mrs. Nichols, Mrs. Rhoades, Mr. Richardson and Mrs. Jones Wister. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. Jenks, Mr. McIlhenny, Mrs. Leigs, the Countess of Santa Eulalia and Mr. Seeler.

The report of the Principal was read. In this he mentioned the fact that in the first three months of the school year the attendance in the Library had been 6026 as against 2779 in the same period of the previous year.

The following matters were approved and referred to the Executive Committee for action;

The payment of the following refunds:

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>
Weldridge, Elizabeth	\$10.00	Illness of Mother	\$ 5.95
Mulherin, Marian	50.00	Awarded Scholarship	50.00
Warnick, Herbert	50.00	Awarded Scholarship	50.00

The payment of the following bills:

Salaries.....	\$ 9,047.91
Wages.....	4,107.10
General Expenses.....	2,817.58
Total.....	\$15,972.39

That the Corporation thank the following firms for donations of cloth to be used by the students of the Course in Costume Design:

Andrew's Mill Company
Andross Forsted Company
F. A. Bachman & Company
Credetional Manufacturing Company
Polvwell Brothers
Walthers & Company

The meeting then adjourned.


Secretary.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Jonks, Mr. McIlhenny, Mrs. Meigs, Mrs. Nichols, Mrs. Patterson (acting for Mrs. Coze), Mrs. Rhoades, Mr. Richardson and Mrs. Jones. Mr. Winslow was also present.

Secrets for their necessary absences were received from Mrs. Logan and Mr. Seeler.

The report of the Principal was read and approved. In this he stated that the registration to date was:-

ART
 Day 469
 Eve 356
 Sat 145

TEXTILE
 Day 185
 Eve 422

TOTAL 970

TOTAL 607
 GRAND TOTAL 1577

A letter to the President from the Society of Little Gardens was read-- a cheque for \$75.00 being sent to defray the expenses of making a wrought iron trellis, placed the North Yard in Memory of Mrs. John Harrison. This was referred to the Executive Committee.

The following matters were approved and referred to the Executive Committee:-

That the following refunds be allowed:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>	
Kenner, Frank.....	100.00	Withdrawn	50.00	Art Day
McCaleb, Kenneth.....	160.00	Awarded State Scholarship	160.00	Tex. "
Kamsler, Herbert.....	50.00	" " " "	50.00	" "

That the following bills be paid:-

Salaries..... \$9,397.07
 Wages..... 3,312.10
 General Expenses..... 2,894.75

That the salary of Miss Isabel E. Hall be increased by the sum of \$250.00, this increase to be effective as from January 1st, 1923.

That Mr. McMerney be engaged as assistant to Mr. McEllan for three half days a week at \$15.00 a week.

That Diplomas be granted to Miss Mary Louise Clendenning in Design and Mr. Samuel Gordon Smyth in Illustration.

The Principal read a letter from Mr. Bailey of the Cleveland School of Art, suggesting an exchange of teachers for the Summer School. Mr. Elliott was instructed to reply that at this time the Committee does not find it advisable to adopt the suggestion.

Summer School plans were next discussed. The Principal reported that the return for the Summer of 1922 were \$2078.75; \$725.25 being from the five weeks session held in the School; \$1353.50 from the LaPorte School for the students of the Veterans' Bureau. Mr. Elliott again expressed his dissatisfaction at the management of the latter and it was

Voted:

That hereafter there be no extra-rural Summer sessions held.

Voted:

That the Executive Committee be asked to fix the pay for the Summer Session of 1928 at \$15.00; that the teachers employed be paid at the rate of \$18.00 a day.

After a lengthy discussion of the matter of refunds for those who after paying fees received State or City scholarships, the meeting adjourned.

August 1928

Present:- Mr. Joun's, Mrs. Logan, Mr. McIlhenny, Mrs. Neigs, Mrs. Nichols, Mrs. Rhoades and Mr. Richardson. Mr. Winslow was also present.

Mr. Price being unavoidably absent Mr. McIlhenny was asked to take the chair.

The minutes of the last meeting were read and approved.

The Principal read his report, which included that of Mr. France, Director of the Textile Department.

It was voted:-

That the following letters, concerning matters mentioned in the reports, be sent by the Secretary of the Corporation:

To Mr. Frank Mathers, stating the appreciation of the Corporation of his helpful attitude in the matter of our coal supply.

To all former students of the School, asking them to get in touch with their State representatives, appealing to them to urge in the State Legislature an appropriation to the School worthy of the great work it is doing.

To all holders of State Scholarships, suggesting that they write the same type of letter to their sponsors.

To all industrial establishments of the State whose products may be affected by industrial art training asking them to write to the legislators and urge proper support for the School.

Regrets for their necessary absences were received from Mrs. Patterson (representing Mrs. Cox), Mr. Price, Mr. Seeler and Mr. Good.

Mrs. Logan, reporting for the Library Committee, stated that the attendance was excellent and the conduct of the library very satisfactory.

The following matters were approved and referred to the Executive Committee Corporation:-

That refunds be granted to:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>
Philips, Geraldine	\$50.00	Granted Scholarship	\$50.00 Art Day
Bosnowski, Amelia	20.00	Financial Reasons	20.00 " "

That School bills be paid, as follows:-

Salaries.....	\$10,581.00
Wages.....	3,310.25
General Expenses.....	3,749.26

The Principal reported on the trip to New York taken by Mrs. Balston's Costume Design Class (the expense of which was met by subscriptions from members of the Associate Committee of Women): the students gaining much by their investigation of methods of production in New York houses.

We also presented a schedule of the fees asked by other Schools, suggesting an increase of not more than \$2.50 in the evening fees and \$10.00 in the fees for the day classes: these in the Department of Industrial Art.

After some discussion the matter was laid aside for future consideration.
The meeting then adjourned.

Henry C. Clark

To Mr. John F. Duggan, Vice-president of the Gimbel Brothers Organization,
thanking him for the assistance given at the Silk Exposition.

Minutes of the Meeting of the Committee on Instruction.

April 5, 1923.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Borie, Mrs. Nichols, Mrs. Mrs. Patterson (acting for Mrs. Cox) Mrs. Rhoades, Mr. Richardson and Mr. Seeler. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. Bond and Mr. D'Ascenzo.

The report of the Principal was read and accepted. Mrs. Patterson reported that the Class in Costume Design was hard at work preparing for the Fashion Show to be held in May.

The following bills were approved and it was voted to refer them to the Executive Committee for action:-

Salaries.....	\$10,117.82
Wages.....	4,196.64
Expenses.....	4,157.95
Total.....	\$18,372.41

It was voted to recommend to the Executive Committee the re-appointment of the following teachers in the Department of Industrial Art, for the School-year 1923-24:

Otilie' Bachman:.....	9 half-days a week:.....	\$1,950.00
Isabel B. Bailey:.....	6 " " " " :.....	1,800.00
J. Frank Copeland:....	8 " " " " :.....	3,000.00
Helen A. Fox:.....	9 " " " " :.....	2,000.00
Mabel B. Hall:.....	9 " " " " :.....	3,000.00
Edmundson Hussey:....	9 " " " " :.....	3,600.00
Ellen F. Meehan:.....	9 " " " " :.....	2,600.00
Ralph McLellan:.....	6 " " " " :.....	2,400.00
Thornton Oakley:.....	3 " " and one evening a week.....	1,750.00

John R. Sinnock:.....	6 Half-days a week:.....	2,000.00
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Edward Warwick:.....	9 " " " " :.....	3,000.00
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2,000.00

It was voted to recommend to the Executive Committee the re-appointment of Miss Eugénie M. Fryer, the School Librarian, for the year 1923-24, at a salary of \$1,800.00 a year.

Mrs. Blankenburg reported on the improvements being made in the League House.

The meeting then adjourned.

Eugene M. Price
Secretary.

Minutes of the Meeting of May 3, 1923.

Present: Mr. Price, Chairman: Mr. Bond, Mr. Borie, Mrs. Coxie and Mr. McIlhenny.
Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. D'Ascenzo, Mrs. Meigs and Mr. Seeler.

The Report of the Principal, including that of the Director of the Textile Department, was read and approved. In this, Mr. Elliott mentioned the unqualified success of the Fashion Show presented by the Class in Costume Design at the Manufacturers' Club.

Mrs. Coxie, Chairman of the Sub-committee on Costume, introduced Mrs. Ralston, Head of the Class in Costume Design, who laid before the Committee a suggestion made by the manufacturers of textiles in Philadelphia that they establish in New York a work-shop in which the students of the class should spend their Fourth Year, gaining the necessary practical experience: the students to be paid a salary by the manufacturers and upon successful completion of the year's work, receive their diplomas. The tentative suggestion is that the manufacturers assume entire financial control of the venture--the School to cooperate by setting the standards: Mrs. Ralston to continue to give the School at least two days and one evening a week and, in filling filling positions in the work-shop, students of the School who have completed their three years here be given preference.

It was suggested that the manufacturers be approached on the subject of financial assistance for the Costume Class.

The following matters were approved and referred to the Executive Committee for action:

That the following bills be paid:

Salaries.....	\$8,228.14
Rages.....	3,397.16
Expenses.....	2,661.80
Total.....	\$14,287.10

That a refund of \$18.00 be granted George Gray.

That Mr. Edmund deF. Curtis be appointed instructor in Pottery, for three half-days a week at a salary of \$1200.00 a year.

That Miss B.E. Richardson be appointed assistant instructor in drawing for nine half-days a week at a salary of \$1400.00a year.

That Mr. Milione be appointed instructor in modeling for four half-days a week at a salary of \$1500.00 a year.

That Mr. Warwick be paid \$10.00 an evening for his course of twenty lectures on furniture.

That the following salaries be paid(for the School-year 1923-24) to instructors in the Textile Department. NOTE: these represent an increase of \$200.00 over last year, with the exception of that of Mr. Kaiser who is given an increase of \$300.00.

Bertolett, E. C.	\$4,200.00
Byler, Geo. G.	2,400.00
Cox, Richard S. ;,;.....	5,000.00
France, J. W.	2,000.00
Giese, Frank L.	2,700.00
Goodavage, J. E.	2,200.00
Kaiser, Ercal	1,800.00
McLain, W. A.	2,800.00
Maab, John	2,700.00
Pfeiffer, Wm.	3,000.00
Theel, Percival	2,800.00
Walter, H. A.	3,100.00

and the following assistants (increases averaging \$100.00):

Burhouse, A.	\$1,250.00
Kreiner, George	1,100.00
Marquart, A. G.	1,450.00
Reilly, Robert	1,500.00
Spotts, John	1,100.00
Wilmer, Erwin	1,550.00

It was voted: that the Principal, consulting with Mrs. Coxe, arrange with Mrs. Ralston for a payment of a salary for the School-year 1923-24 to take the place of the present method of paying by the day, plus expenses.

The Meeting then adjourned.

Myra Elliott
Secretary.

Meeting of the Committee on Instruction.

October 4, 1923.

Present: Mr. Price, Chairman: Mr. Bond, Mrs. Cox, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mr. Seeler, and Mrs. Wister. Mr. Winslow was also present.

The Principal read his report: stating that the registration to date was

Department of Industrial Art: Day.....	427
Saturday.....	93
Evening.....	294
Total.....	814
Summer School.....	June..... 28
	July..... 96
	Aug. 29
Total.....	153
Textile Department: Day.....	204
Evening.....	309
Total.....	513

Mrs. Blankenburg and Mrs. Rhoades sent regrets for their necessary absences.

The following matters were approved and referred to the Executive Committee for action:

The granting of these refunds:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Recommended Refund</u>
Bonno, John C.	\$62.50	Went to U. of P.	\$ Art Day
Cooper, Edw. Jr.	125.00	Not the Course desired	125.00 " "
Lutzner, Howard	25.00	" " " "	25.00 " Eve.
Mason, Edna	25.00	" " " "	25.00 " "
Rigley, Margaret	25.00	" " " "	25.00 " "
Howarth, Andrew	180.00	Illness	187.00 Tex. Day
Markovitz, S. J.	20.00	No place for him	20.00 " Eve.
Campbell, William L.	180.00	Refund from last year	125.00 " Day

The payment of the following bills:-

Three Months ending August 31, 1923: Expenses for Operating School:-

Salaries...\$28,374.45
Wages..... 8,235.86
Expenses.. 4,267.87

Total.....\$40,878.18

General Expenses for Operating School September 1923:-

Salaries...\$ 9,080.29
Wages..... 2,555.78
Expenses.. 3,926.66

Total.....\$15,512.73

That Mrs. Virginia L. Ralston be paid a salary of \$4,500 for the School year for two days and one evening a week. (The agreement of the past year, by which the School paid Mrs. Ralston a stated sum per day, and expenses, is hereby discontinued.)

That Mr. Bradley C. Algeo, Assistant Director of the Textile Department, receive an additional sum of \$200 per year: this to date from July 1st, 1923.

That the weekly wage of Mrs. May Meyers, assistant in the Costume Class, be raised from \$22.00 to \$25.00/

That the Principal's action in engaging three instructors for four half-days a week, @ \$5 a half-day, to teach Instrumental Drawing (formerly taught by Miss. Sweeney) be approved: the instructors being: Mr. Fleishman, 2 half-days

Mr. Green, 1 half-day

Mr. Demers, 1 half-day

That the Principal be authorized to engage a third assistant for Miss Hall for four half-days a week at a salary of \$5.00 a half-day.

The meeting then adjourned.

Hugh Smith
Principal.

Minutes of the Meeting of the Committee on Instruction. Nov. 1st, 1923.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Meigs, Mr. Seeler and Mr. Wood. Mr. Winslow was also present.

The report of the Principal, which included that of the Director of the Textile Department, was read and approved. The registration to date was as follows:-

Art Day.....	451
" Eve.....	353
" Sat.....	172
Total.....	976
Textile Day.....	251
" Eve.....	403
Total.....	616
Grand Total.....	1592

The following sent regrets for their necessary absences: Mr. Bond, Mrs. Cox, Mr. D'Ascenzo, Mrs. Logan, Mr. McIlhenny and Mrs. Wister.

Mrs. Blankenburg reported on an interview which she had had with Councilman Hall--whose attitude toward the School appropriation is most favorable.

The following matters were approved and referred to the Executive Committee for action:

That the refunds listed below be paid:--

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended</u>	
Africa, Martha.....	\$62.50	Strain too great.....	\$46.50	Art Day
Arment, Helen.....	25.00	Day work too pressing.....	21.00	" Eve.
Eden, Henley.....	25.00	Working at night.....	21.00	" "
Freeman, Elizabeth.....	50.00	Advised to withdraw.....	50.00	" Day
Kelley, May.....	25.00	Too much of a strain.....	21.00	" Eve.
Knapp, Mary.....	25.00	Unable to continue.....	23.00	" "
MacIntyre, Florence.....	30.00	" " ".....	15.00	Tex. "
Mackey, A. C.	20.00	" " ".....	10.00	" "
Reimer, Gertrude.....	25.00	Moved to New York.....	23.00	Art "
Simmons, Rudolph.....	25.00	Desired Sign Painting.....	25.00	" "
Wicks, Ruth.....	125.00	Could not afford to continue.....	95.00	" Day
Wilkins, Elizabeth.....	25.00	Day work too pressing.....	21.00	" Eve.
Willoughby, Betty.....	25.00	Eye trouble.....	19.00	" "

That the following bills be paid:--

Salaries.....	\$10,900.04
Wages.....	2,952.09
Expenses.....	3,607.63
Total.....	\$17,459.76

That the pay of Mr. Joseph Konetsky, instructor in wrought-iron, be raised from \$5 to \$7 an evening.

That the Principal's action in employing Mr. Sinnock for one extra half-day a week (to instruct the overflow class in anatomy) at \$7.50 a half-day be approved.

On motion by Mr. Seeler it was voted --

That the Committee on Instruction be divided into six sub-committees, which group should, in rotation, visit the School twice a month and report on the work.

The Principal reported that there is continuous call for records of past years--some going back as far as 1898; that as records were not methodically kept in the earlier days it will be necessary to employ someone to go through the confused mass of material and make a card catalogue of these records; that perhaps one in a hundred of these records would be asked for--

It was decided that the School could not meet the expense of such a catalogue: that the records should be destroyed and past students told that no records would be furnished for years previous to 19 .

The Principal. reported that Mr. Krimmel (Evening Architectural Drawing) had withdrawn and that Mr. Edmund Purves had been put in his place and that Mr. Guy W. Green had been engaged to fill the place in the Evening Drawing Classes left open by the withdrawal of Mr. McHerney.

Respectfully submitted,


Principal.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mrs. Cox, Mrs. Logan, Mr. McIlhenny, Mrs. Nicholls and Mrs. Wister. Mr. Winslow, Secretary of the Corporation, was also present.

Regrets for their necessary absences were received from Mrs. Rhoads and Mr. Seeler.

The report of the Principal was read and accepted.

The following matters were approved and referred to the Executive Committee for action:

That these refunds be paid:-

	<u>Paid</u>	<u>Reason for Leaving</u>	<u>Refund Recommended.</u>
Loreata Sullender.....	\$25.00...	Hot course desired.....	\$17.00 Art Eve.
Claude Lee.....	45.00...	Moved from city.....	22.50 Tex. "

That these bills be paid:-

Salaries.....	\$10,818.04
Wages.....	3,460.41
Expenses.....	2,435.55
Total.....	\$16,714.00

That fifteen cases of butterflies, beetles, etc. be purchased from Ruth B. Weidenbacker for the sum of \$75.00.

Desiring to improve the appearance of the front of the building and the vestibule Mr. McIlhenny offered the following prizes:

For the best scheme of decoration for the façade, \$25.00
 For the best design for a standard to display notices of exhibitions, \$10.00
 For the best scheme of decoration for the Vestibule, \$25.00

The Principal stated that if no schemes were accepted in any of those competitions, no prize would be awarded.

Mr. Bond offered to give a prize for the room in the Department of Industrial Art painted by the students in the most pleasing manner.

The meeting then adjourned.

Augusta M. Smith
 Secretary.

Meeting of the Committee on Instruction: Jan. 3, 1924.

Present: Mr. Price, Chairman, Mr. Bond, Mr. McIlhenny, Mrs. Weigs, Mrs. Nichols and Mr. Seeler. Mr. Winslow, Secretary of the Corporation, was also present.

The report of the Principal was read and accepted.

A letter from Mr. Dale Schrier was presented. In this he stated that he had paid the full year's tuition fee but had withdrawn and asked for a refund of the fee for the second half-year. It was voted to recommend to the Executive Committee the payment of this refund.

The following bills were approved and it was voted to present these to the Executive Committee for action:-

Salaries.....	\$10,440.39
Wages.....	2,649.48
Expenses.....	2,514.23
Total.....	\$15,604.11

The meeting then adjourned.

Respectfully submitted,

Angus M. Lids
Principal.

Present, Mr. Price, Chairman, Mrs. Blankenburg, Mr. Borie, Mrs. Coxe, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mrs. Nichols, Mrs. Rhoads and Mrs. Wister. Mr. Winslow was also present.

Pegrets for their necessary absences were received from Mr. Bond and Mr. D'Ascenzo.

The report of the Principal was read and accepted.

Mrs. Coxe reported for the sub-committee and the Costume Class, stating that she felt it incumbent on the School to give to the class some knowledge of the making of historic costume as well as the theoretical knowledge so ably given by Mr. Warwick in his lectures. The Principal suggested that the matter be left in abeyance until Mrs. Ralston had established the making of modern costume on a firm basis--that meanwhile Miss Bachman, her assistant, be asked to begin the development of such work.

Mrs. Coxe also brought up the question of the disposition of costumes made by the students from material given by the manufacturers. It was decided that if such a garment were sold to other than the maker the proceeds should be divided equally between the maker and the School; should the maker wish to purchase it the price should be fixed by the Principal in consultation with Mrs. Ralston.

Mrs. Logan, Mrs. Meigs, Mrs. Nichols and Mrs. Rhoads reported upon their visits to the class rooms: the comments were in the main commendatory. Mrs. Nichols expressed the hope that more thorough training in color and design might be introduced in the work of the students of textiles.

The following matters were approved and referred to the Executive Committee for action:

That refunds be paid to these students who, having paid tuition for the full School-year, cannot return for the second half-year.

Miss Edna Beistle.....	\$ 62.50	Ind. Art Dept.
Mr. David K. Beane.....	105.00	Textile Dept.

That Mr. Harry Penrod be paid a wage of \$3.00 a session, four sessions a week, as monitor in the Modeling Class.

That the Principal's action in appointing Mr. John H. Geiszel as temporary assistant to Miss Hall in the drawing classes be approved; Mr. Gieszel serving during Miss Sweeney's illness: the cost of his services being taken from Miss Sweeney's salary.

That the cost of the new oil-burning kiln, constructed by Mr. Curtis for \$121.70 be paid out of the Baugh-Barber Fund: (the cost of the gas thus saved being more than double the cost of the kiln).

That the following School bills be paid:-

Salaries.....	\$ 11,102.39
Wages.....	2,641.34
Expenses.....	2,758.21

The Principal raised the question of a place in which to hold the Commencement Exercises. Mrs. Nichols offered to investigate the possibility of securing the Chambers-Wiley Memorial Church opposite the School.

Mr. McIlhenny asked that the advisability of increasing some of the tuition fees be considered; Mr. Price and the Principal were asked to report on this matter.

The meeting then adjourned.

Respectfully submitted,

Anna Ellis

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mr. D'Ascenzo, Mrs. Logan, Mrs. Rhoads and Mr. Seeler. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mrs. Meigs and Mrs. Jones Wister.

The report of the Principal was read and approved.

Mr. Seeler reported on his visit to the class-rooms, particularly praising the work in Color and Design of Miss Meehan's class.

The following bills were approved and referred to the Executive Committee for action.

Salaries	\$10,811.39
Wages.....	3,262.08
Expenses.....	3,292.55
Total.....	\$17,366.02

Mr. Seeler spoke of the excellent work being done by the Beaux Art Institute of Design: of the advantages which it affords our students and of its pressing need of funds to insure the continuance of the work. It was therefore resolved:

That the Committee on Instruction, in view of the experience which we have had of the value to our students of the competitions held by the Beaux Arts Institute of Design, approves the work being done by the Institute and recommends to the Executive Committee the endorsement of Mr. Seeler's project for helping the Institute.

Mr. Elliott brought to the attention of the Committee the offer of Mr. Charles P. Shoffner to sell to us his collection of posters, numbering over six hundred, for the sum of \$650.00. The collection would be of great use to the School and the cost is far below the actual value of the posters.

It was voted to refer the matter to the Executive Committee with the recommendation that the posters be purchased if the necessary money can be found.

The meeting then adjourned.

Hugh Elliott
Principal.

Minutes of the Meeting of April 3rd, 1924.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Coxé, Mr. McIlhenny, Mrs. Meigs, Mr. Nichols, Mrs. Rhoads, Mr. Richardson and Mrs. Wister. Mr. Winslow, Secretary of the Corporation, was also present.

The following sent regrets for their necessary absences: Mr. Bond, Mr. D'Ascenzo, Mrs. Logan and Mr. Seeler.

The report of the Principal was read and accepted.

Mrs. Coxé reported on the great success of the Fashion Show staged by the Class in Costume Design at the Manufacturers' Club on April second; more than two thousand persons attending the afternoon and evening exhibitions.

Mr. Elliott reported that Mr. Sinnock, head of the course in Poster and Advertising Design, has resigned on account of poor health.

It was voted: that Mr. Sinnock be sent a letter expressing the regret of the Committee on his going and commending the work done by him during his years of teaching.

It was voted: that Mr. Elliott be authorized to engage instructors to carry on Mr. Sinnock's work for the remainder of the year: expending for the purpose as much as proves to be necessary, up to \$333.90, the amount of Mr. Sinnock's salary for April and May.

It was voted that the following bills be approved and referred to the Executive Committee for action:

Salaries	\$10,429.19
Wages	2,763.91
Expenses	2,440.75
Total	\$15,633.85

It was voted: That three months shall constitute, for those members of the teaching staff of the Day School who are engaged by the year, the maximum time for sick-leave, during which time full pay will be made, unless substitutes are engaged; in this case the substitutes will be paid out of the salary of the absent teacher.

The meeting then adjourned.

August 28th
Secretary.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mr. Bond, Mrs. Coxe, Mr. D'Ascenzo, Mr. McIlhenny, Mrs. Nichols, Mrs. Rhoads, Mr. Seeler, Mrs. Wister and Mr. Wood. Mr. Winslow was also present.

Regrets for their necessary absences were sent by Mrs. Meigs and the Countess of Santa Eulalia.

The report of the Principal was read and accepted.

The following matters were approved and referred to the Executive Committee for action.

That these bills be paid:-

Salaries	\$9,759.95
Wages	2,654.59
Expenses	2,546.26

That these instructors be reappointed for the School-year 1924-25 at the present salaries

Bailey, Isabelle B.	Geise, Frank L.
Curtis, Edmund deF.	Lockwood, John
Fox, Helen A.	McLain, W. A.
Hussey, Edmondson	Naab, John
Milione, Louis	Pfeiffer, Wm.
Oakley, Thornton	Theel, Percival
Ralston, Virginia L.	Burhouse, A.
Sweeney, Mary B.	Kreiner, Geo.
Algeo, Bradley C.	Marquart, A. G.
Byler, Geo. G.	Moyer, C. E.
Cox, Richard S.	Reilly, R. J.
France, E. W.	Spotts, J.
France, J. W.	Wilmer, Erwin

That these instructors be reappointed for the School-year 1924-25 at the following salaries:

Copeland, J. Frank.....	\$ 3,200.00
Hall, Mabel B.....	3,200.00
McLellan, Ralph.....	2,500.00
Meehan, Ellen F.....	2,700.00
Santiago, Emily R.....	1,500.00
Warwick, Edward.....	3,200.00
Bertolet, E. C.....	4,500.00
Goodavage, Joseph E.....	2,400.00
Goodman, Frank.....	1,400.00
Kaiser, Ercal.....	2,000.00
Walter, H. A.....	3,300.00

The meeting then adjourned.

Augusta Ellis
Secretary.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Cox, Miss Hinchman, Mr. McIlhenny, Mrs. Rhoads, Mr. Seeler, Mrs. Wister and Mr. Wood. Mr. Winslow, Secretary of the Corporation, was also present.

Regrets were received from Mr. Bond and Mr. D'Ascenzo for their necessary absences.

The report of the Principal, incorporating that of Mr. France, Director of the Textile Department, was read and approved. The registration at this date is:

Department of Industrial Art:	Day.....441
	Evening.....261
	Saturday.....92
	Total.....794
Textile Department:	Day.....229
	Evening.....260
	Total.....489
Grand total.....	1283

Among other matters the Principal gave a brief account of the designing by him of the stage setting for the Philadelphia Orchestra and the painting of the set by thirty-five students of the School, assisted by Mr. Adolph, Mr. Copeland, Mr. McLellan, Miss Meehan and Mr. Warwick: the whole a gift to the Orchestra from Mr. Elliott and the School.

Mr. Elliott showed six sheets of half-tone reproductions, of objects in the Museum, arranged for study in the Public Schools, three thousand of which had been presented to the Board of Education.

The Principal's action in appointing the following instructors was approved and referred to the Executive Committee:

Buffler, J. Robert	Instrumental Drawing	1 half day a week @ \$ 5.00
Dalot, Elsa B.	Assistant to Mr. Milione	2 " days " " @ 2.00
Dull, John J.	Water-Color	1 day @ 15.00
Elliott, Elizabeth S.G.	Costumed Model Class	1/2 day @ 7.50
Geiszel, John H.	Cast Drawing (additional)	2 evenings @ 5.00
Gilchrist, Douglas	Metal Work & Jewelry(additional)	1/2 day @ 6.00
Jennings, Frederick	Wool grading and sorting	3 days a week per month @ 100.00
		1 evening a week @ 6.00
Lukens, Elmer S.	Joinery(increase of 50¢ a session)	1 1/2 das. a week @ 5.00
McCrasson, Wilton E.	Cotton carding and spinning	for the year 1320.00
Pullinger, Herbert	Pen and Ink	1 day a week @ 15.00
Sklar, George	Assistant to Mr. Milione	2 half das.a week @ 2.00
Stewart, William H.	Instrumental Drawing	1 half day @ 5.00
Taylor, Paul F.	Cast Drawing	3 evenings a week @ 5.00
Vaughan, Dana	Design	3 " " " @ 5.00
Ware, H. D.	Poster & Advertising Design	2 days and three evenings a week for the year - 1200.00
Weatherhead, A. C.	Instrumental Drawing	2 half days a week @ 5.00

That the following refunds be granted:-

Katherine Coll - \$90.00
Louise Coll - 90.00

That Miss Margaret L. Mull, having attended the Evening School for only three evenings in 1923-24, be allowed to apply the tuition fee of \$25.00 toward the payment of the fee for the current year.

That Miss Matilda Weissbrod be allowed to use her School Scholarship for mornings and evenings, (she being obliged to work in the afternoons).

That Mr. E. W. Fairchild, of the Daily News Record, be thanked for his gift of advertising for the Textile Department.

In reference to the above mentioned permission granting Miss Weissbrod the privilege of using her Day Scholarship for Evening Classes, it was distinctly stated that this must not be regarded in any way as setting a precedent.

The School bills, amounting to \$29,033.48, were approved and referred to the Executive Committee for action:

It was voted to continue the bi-weekly visits of the sub-committees.

The meeting then adjourned.

Augustine E.
Secretary

Meeting of the Committee on Instruction - November 6, 1924.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Cox, Miss Hinchman, Mrs. Logan, Mr. McIlhenny, Mrs. Meigs, Mrs. Rhoads, Mr. Seeler and Mr. Wood. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. Bond, Mr. D'Ascenzo, the Countess of Santa Eulalia and Mrs. Wister.

The report of the Principal, which included that of Mr. France, the Director of the Textile Department, was read and approved. The registration to date was:

Department of Industrial Art:	Day	456
	Evening	346
	Saturday	169
	Total.....	971
Textile Department:	Day	230
	Evening	365
	Total.....	595
Grand total.....		1566

Mr. Elliott pointed out that though the total was less by 26 than on the corresponding date of the previous year, there were 22 more in the Day Classes.

Mrs. Cox reported briefly on the work of the class in Costume Design, mentioning a number of gifts of material from firms in Philadelphia and New York.

Mr. Elliott read a letter from Mr. Dillaway, Director of Art Education in the Public Schools, asking that the plates from which the sheets of half-tone reproductions of objects in the Museum had been made be lent to the Board of Education that more sheets might be printed.

It was voted: that the Executive Committee be asked to have printed for distribution 3000 of these sheets (500 of each of the six sheets) and then present the half-tone blocks to the Board of Education, with the proviso that the name of the Corporation be used with each cut printed.

The School bills, amounting to \$19,303.81 were approved and referred to the Executive Committee.

It was voted to refer to the Executive Committee for action the following matters:

That these refunds be granted:

Mary B. Earle	\$75.00
Charlotte Findeisen	75.00
William M. Kemble	25.00
Charles H. Manship	25.00
William S. Patten	25.00
R. R. Van Voorhees	5.00

That Frederick M. Voss, changing from the Evening Class (\$30.00) to the Saturday Junior Class (\$10.00) be allowed a refund of \$15.00.

That the Principal's action in appointing the following instructors and assistants be approved and referred to the Executive Committee.

Mabel B. Hall:	1/2 day a week (Anatomy)	@ \$10.00 per half day
Helen Padley:	1 Evening a week (Costume Class)	@ 5.00 " evening
Truman Matthews:	3 " " " (Cast Drawing)	@ 5.00 " "
Thornton Oakley:	1/2 day a week (Pen & Ink Drawing)	@ 7.50 " half da
John H. Geiszel:	1/2 " " " (Drawing, Textile Dept.)	@ 5.00 " " "
W. B. Wilkinson:	3 Evenings a week (Textile Dept.)	@ 2.50 " evening
H. W. Field:	3 " " " " "	@ 2.50 " "
Paul C. Keys:	3 " " " " "	@ 2.50 " "
John Hearn:	for services in securing models	\$50.00 for the year

That the following increases of salary be authorized:

Geo. G. Byler	from \$200.00 to \$225.00 per month
Frank L. Giese	" 225.00 to 250.00 " "
John Naab	" 225.00 to 250.00 " "

That the following continuations of positions held last year be ratified:

John H. Geiszel:	2 $\frac{1}{2}$ days a week (Cast Drawing)	@ \$10.00 a day
Adeline Faria:	Library Assistant from 1-2 P.M.	@ 4.50 a week
Vera Kinney:	" " Wednesday Evenings	@ 3.50 " "

Concerning the advances in salary requested for Messrs. Byler, Giese and Naab, it was agreed that this increase of \$675.00 for the year 1924-25 should be taken from the Incidental Account and authority for such a transfer be requested.

It was further noted that these increases would be met in the School Year 1925-26 by an increase of student fees in the Textile Department.

A letter from the Principal of the West Philadelphia High School for Girls, asking for a Scholarship in this School, was read: it was decided that the request could not be granted.

Mrs. Cox put before the Committee the advisability of employing a trained woman who should look after the physical welfare of the students: no action was taken.

The meeting then adjourned.

Hyperion
Secretary.

Meeting of the Committee on Education - December 11, 1934.

Present: Mr. Price, Chairman; Mrs. Blackbird, Mrs. Comer, Miss Wicks, Mrs. Logan, Mrs. Nichols, Mrs. Rhoads and Mr. Sealer.

Regrets for their necessary absences were received from Mr. Ford, Mr. D'Ascenzo, Mrs. Wister and Mr. Wood.

The report of the Principal, including that of the Director of the Textile Department, was read and approved. Mr. Elliott reported that the registration for date was 1934 (plus the 1934 Summer School, 1935).

It was voted to approve the following matters and refer them to the Executive Committee for action:

That Miss Louise L. Lundberg be engaged to assist Mrs. Sealer in the Costume Class on Wednesday evenings at a wage of \$5.00 per evening; this to be retro-active from October 1st.

That a printing press be purchased at a cost of \$100.00.

That the sum of \$25.00 be referred to Charles Nelson, who has stated he will \$50.00 instead of \$25.00 on his first bill-year payment, and that he be referred to Europe.

That the following bills be paid:

Department of Industrial Art	\$3,066.32
Textile Department	5,546.62
Library	127.03
Administration	2,025.01
Building	2,568.31

The request of Miss Frances Lundell for a refund, who withdrew from the Evening Class on account of sickness, was not granted.

The suggestion made by the Detroit Society of Arts and Crafts that the School have an exhibition of modern English illustrations, sharing the expenses with other exhibitors, was not favorably considered.

The offer made by the New York School of Fine and Applied Art of a Scholarship to be awarded in this School, the winner to be given free tuition in the Paris branch of the first-named School, was declined with thanks.

Mr. Elliott reported that Mr. Hearn, the student who engages models for the life and sketch classes, feels that \$50.00 is a somewhat small sum for the services he performs. After discussion the Principal was instructed to make the best arrangements possible - the fee not to exceed \$150.00 in any case.

The meeting then adjourned.

Joseph M. Sealer
Secretary.

Meeting of the Committee on Instruction - January 2nd, 1925.

Present: Mr. Price, Chairman, Mr. Bond, Mr. Borie, Miss Hinchman, Mr. McIlhenny, Mrs. Nichols, Mrs. Rhoads and Mrs. Wister. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mrs. Blankenburg, Mrs. Meigs and Mr. Seeler.

The minutes of the last meeting were read and approved.

The report of the Principal, including that of Mr. France, Director of the Textile Department, was read and approved.

Mr. Elliott showed three pen and ink drawings by Joseph Pennell which had been presented to the School by Mr. John F. Braun. It was voted to thank Mr. Braun for this important gift.

Mrs. Rhoads reported on the recent visit of the Sub-Committee to the School.

The following bills were approved and reported to the Executive Committee for action.

Salaries	- 11,069.90
Wages	2,686.12
Expenses	2,743.55
	\$16,499.57

The meeting then adjourned.

Joseph Nichols
Secretary.

Meeting of the Committee on Instruction - February 5, 1925.

Present: Mr. Price, Chairman: Mrs. Blankenburg, Mrs. Coxe, Mrs. Logan, Mr. Richardson and Mr. Seeler. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. McIlhenny and Mrs. Rhoads.

The report of the Principal, including that of Mr. France, Director of the Textile Department, was read and accepted. Mr. Elliott reported that the registration to date (including the Summer Session of 1924) was 1602.

The following matters were approved and referred to the Executive Committee:

the following
That these refunds be paid:

L. E. Bennethum	\$60.00	(left on account of sprained wrist)
Ruth R. Rumbel.....	.50.00	(left on account of poor health)

That Bertha Bates, having paid \$60.00, but attending only 2 half days a week (\$40.00) and Mr. Warwick's lectures (\$5.00) be allowed \$15.00 toward her tuition for next year.

That Margaretta F. Smith, having paid \$25.00 for the Saturday Class and \$30.00 for the Evening Class be allowed to drop the Evening Class, pay an additional fee of \$10.00 and be permitted to study one day a week (fee \$40.00)

That certain students, who have paid \$25.00 for the Saturday Class in Wood-Work be allowed to continue on Saturdays until the end of the term for an additional fee of \$11.00.

That the fees in the Textile Department for 1925-26 be increased from \$270.00 to \$285.00.

It was voted that a Summer Session be held in 1925: the fees and salaries to be similar to those which obtained in 1924.

Mr. Elliott presented from Mr. McIlhenny a suggestion that a special fund of \$4,000.00 be raised to send ~~four~~ ^{two} instructors to the Industrial Exposition in Paris this summer: Mr. McIlhenny offering to give \$500.00 should the rest of the amount be raised. It was voted that the matter be discussed further at the next meeting.

After a discussion of the possibilities of granting "Sabbatical" years to some of the instructors who had served the School for many years, the meeting adjourned.

Hazel Elliott
Secretary.

Present: Mr. Price, Chairman: Mrs. Blankenburg, Mr. Bond, Miss Hinchman and Mr. Seele. Mr. Winslow was also present.

Regrets for their necessary absences were received from Mr. D'Ascenzo, Mr. McIlhenry and Mrs. Meigs.

The report of the Principal, which included that of Mr. France, Director of the Textile Department was read and approved. Mr. Elliott reported that Mr. Ellis Ames Ballard had presented to us the recent publication of the French Government, a History of Engraving in France. It was voted that the Executive Committee be asked to thank Mr. Ballard for his splendid gift.

Mr. Elliott reported the loss which the School had suffered in the death of Mrs. Ralston, head of the class in Costume Design and it was voted to place in these minutes the following record:

The death of Virginia L. Ralston, Head of the Course in Costume Design, is a very real professional loss to the School and a personal loss to those of us who knew

Mrs. Ralston's wide knowledge of her subject, her clear vision of its possibilities, her enthusiasm and her charm gave her an unique position on the teaching staff and in the hearts of her associates and pupils. Her untimely death has brought real sorrow to us all.

Mrs. Blankenburg reported that the Associate Committee of Women had raised \$500.00 for the Travel Fund begun by Mr. McIlhenry: that \$25.00 had been promised and it was hoped that another \$500.00 would be obtained. Mr. Bond thereupon promised \$500.00 on the condition that it be used by an instructor in the Textile Department, to be selected by Mr. France.

The following matters were approved and referred to the Executive Committee for action:

That these bills be paid:

Salaries	\$10,850.08
Wages	2,772.14
Expenses	2,860.12
	\$16,438.14

That in addition to the regular classes offered in the Summer Session of 1925, there be a Junior Class which shall meet from 9 to 12 only; the fee to be \$15.00 for the five weeks. Further, that the instructor be paid a sum of \$200.00 for the session.

That the Principal's action in appointing Mr. Ralph Dunkelberger as instructor in cast drawing for two mornings a week at \$5.00 a session (he taking the place of an instructor in Instrumental Drawing, engaged for the half-year only): this to be retroactive to February 2nd, 1925.

That the weekly wage of Miss Louise Landenberger (assistant in the Costume Class) be increased from \$25.00 to \$35.00: this to be retroactive to February 2nd, 1925.

That Miss Mae Fogarty be placed in temporary charge of the Costume Class, beginning March 2nd: she to give one day a week and to be paid \$25.00 a day and traveling expenses.

That Miss Hall and Miss Sweeney be allowed to leave for Europe on May 1st and a substitute instructor be paid by the School for such assistance as may be necessary.

That Mr. Edmondson Hussey be employed for one evening a week in the Evening Classes of 1925-26, at \$7.00 an evening, to conduct a Teachers' Training Course.

That special Summer Sessions for students placed in the School by the Veterans' Bureau be held in June and August: the sessions to be five hours a day, five days a week for three weeks in June (June 8th through June 26th) and four weeks in August (August 3rd through August 28th): the Veterans' Bureau to guarantee the attendance of at least fifteen students at \$10.00 a week each: one instructor to be in charge each day and to be paid at a rate of \$15.00 a day: the Principal to appoint the instructors as in previous years.

The meeting then adjourned.

J. J. [Signature]
Secretary.

Present: Mrs. Blankenburg, Mrs. Logan, Mr. McIlhenny and Mr. Seeler. Mr. Winslow was also present.

In the absence of Mr. Price, the Chairman, Mr. McIlhenny occupied the chair.

Regrets for their necessary absences were received from Mr. Paul, Mr. Price, Miss Hinshman and Mr. Richardson.

The report of the Principal, which included that of the Director of the Textile Department, was read and approved.

Mrs. Logan, reporting for the Library Committee, stated that during the past month the attendance in the Library had increased by 500 over the corresponding month last year.

Mrs. Blankenburg, reported on the fund being raised to send instructors of the School to visit the Industrial Exhibition in Paris this summer: the sum at present being more than \$2000.00.

The following matters were approved and referred to the Executive Committee for action:

That the salaries for 1925-26 of the below-named instructors in the Textile Department be increased:

E. C. Bertolet	-	\$1500.00	to	\$1800.00
J. W. France	-	2000.00	to	2150.00
J. E. Goodavage		2400.00	to	2600.00
Ernst Kaiser		2000.00	to	2200.00
W. E. McCrossen		1320.00	to	1500.00
W. A. McJain		2500.00	to	3000.00
Wm. Pfaffner		3000.00	to	3200.00
Perceval Threl		2000.00	to	3000.00

That these bills be paid:

Dept. of Industrial-	\$4,505.24
Textile Dept.	5,753.60
Administration	2,717.69
Library	226.51
Building	3,277.85
	<u>\$16,480.89</u>

That the contract with the Veterans' Bureau for the 12 weeks' instruction during the summer of 1925 be approved.

That the Executive Committee appoint a sub-committee to arrange for a dinner to celebrate the fortieth anniversary of Mr. France's connection with the Institution

That a letter of condolence be sent to the family of Mr. Louis S. Stroock, with an expression of appreciation for the Scholarship which he gave in the Textile Department for the current year.

That a letter of thanks be sent to Mr. Thomas F. Hoopes, Assistant Curator of Armor at the Metropolitan Museum, for his courtesy in giving for us a lecture on "Arms and Armor"

Mr. Elliott read a letter from Mr. William R. Richardson in which he stated that he has succeeded in raising, among the textile manufacturers, a sum sufficient to pay for the rental of the auditorium of the Manufacturers Club for the Fashion Show on the afternoon and evening of May the nineteenth.

Mr. McIlhenny placed before the Committee a suggestion made by Mr. Copeland that the facade of the building be decorated by the students that the School may present an interesting appearance during the summer of 1926. Mr. Elliott was asked to secure bids for cleaning and painting the front portion of the building.

The meeting then adjourned.

A handwritten signature in cursive script, reading "August Elliott".

Secretary.

Present: Mr. Price, Chairman: Mrs. Blankenburg, Mr. Bond, Miss Hinchman, Mrs. Meigs, Mr. McIlhenny, Mrs. Nichols, Mr. Richardson, Mr. Seeler and Mrs. Wister.

The Principal was absent, being detained in Memphis at a meeting of the Western Arts Association, before which he gave an address.

Mr. Wood sent regrets for his necessary absence.

The report of the Principal, including that of Mr. France, Director of the Textile Department, was read and approved.

Letters of thanks for the opportunity to visit the Industrial Exposition in Paris this summer were read from Miss Meehan and Mr. Copeland.

The following matters were approved and referred to the Executive Committee for action:

That the following instructors in the Department of Industrial Art be re-appointed for the School-year 1925-26:-

		Salary	
		Present	New
J. Frank Copeland	8 half days	- \$3,200.00	- \$3,500.00
E. deForest Curtis	3 " "	- 1,200.00	- 1,300.00
Mabel B. Hall	9 " "	- 3,200.00	- 3,200.00
Edmondson Hussey	9 " "	- 3,800.00	- 3,800.00
Ellen F. Meehan	9 " "	- 2,700.00	- 2,900.00
Louis Milione	4 " "	- 1,500.00	- 1,600.00
Ralph McLellan	6 " "	- 2,500.00	- 2,600.00
Thornton Oakley 1 evening and	3 " "	- 1,750.00	- 1,800.00
Emily R. Santiago	9 " "	- 1,500.00	- 1,700.00
Mary B. Sweeney	9 " "	- 2,000.00	- 2,100.00
Edward Warwick	9 " "	- 3,200.00	- 3,400.00
H. D. Ware 3 evenings and	4 " "	- 1,200.00	- 1,400.00
Eugenie Fryer (Librarian) 1 evening and	11 " "	- 1,800.00	- 2,000.00

***Miss Hall is paid an extra \$10.00 each Friday afternoon for her talks on Anatomy.

That Mr. Thomas H. Bleakney be employed as assistant in the Modeling and Pottery Classes (11 half-days a week) at \$40.00 a week, beginning September 1st.

That the weekly wage of Miss Helen MacFarland, stenographer to the Principal be increased from \$22.50 to \$25.00, beginning May 1st.

That Mr. A. E. Crawford be employed to assist Mr. Curtis in the Pottery Class at a salary of \$15.00 a week for the nine weeks beginning March 30th, 1925.

The Principal's offer of a room (and light) to the Business Men's Art Club, founded by Mr. Fleisher, was approved.

A letter from the President of the 4th Year Class of the Department of Industrial Art was presented, asking that formal graduating exercises be dispensed with. This request was granted.

August M. Wood
Secretary.

Thurmond Murray
Acting Secretary.

Present: Mr. Bond, acting Chairman, Mrs. Wister, Mrs. Meigs, Mrs. Patterson, Mrs. Come, Mrs. Rhoads, Mr. Jenks.

Mrs. Ilankenburg and Mr. Wood sent regrets.

The report of the Acting Principal, including that of Mr. France, was read and approved. The monthly statement of the Assistant Treasurer was passed for individual inspection.

The question of retaining the name---THE PHILADELPHIA TEXTILE SCHOOL---was discussed in the report of Mr. France. A question was raised. Mr. Jenks moved, that the Acting Principal make a study of the subject and report action at the next meeting. The motion was seconded, and so carried.

The question of smoking was discussed in the report of Mr. France.

A question was raised. Mr. Jenks moved, that the Acting Principal report upon the subject at a later meeting. The motion was seconded, and so carried.

The following matters were approved and referred to the Executive Committee.

The following refunds:

ART DEPARTMENT:	(Rae Shephard Dorsett, M.D.....	\$60.
	(Nora Hutchinson.....	25.
	(Minnie Mendes.....	5.
	(Richard Oswald.....	25.

TEXTILE DEPARTMENT:	(Alden Richardson.....	\$92.50
	(E. H. Chadwick.....	10.

That the recommendation regarding Mr. John Wilson made and passed upon at the November meeting, be sent forward for the approval of the Executive Committee.

That Miss Elizabeth Wood be appointed Practice Teacher and Assistant in the Teachers' Training Department at a salary of \$150. per month. The time basis is six one half days per week.

That a limited number of students be admitted to the School in January and February. Such students will be required to pay a fee of \$30., and the matriculation fee of \$10.

That the Application Blank for 1926-27 provide for a personal character reference.

Edmund Henry
Acting Secretary.

Present: Mr. Price, Chairman: Mrs. Wells, Mrs. Patterson, Mrs. Nichols, Mr. Lord, Mrs. Wister, Mr. Lorie and Mr. Seeler.

Mr. Wood sent regrets.

The report of the Acting Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That Mr. Bledsoe employed in the Modeling Department be paid his wages of \$42.00 per week during the time of his sojourn in the Hospital. Under the Workmen's Compensation Policy, Mr. Bledsoe will receive the maximum of \$18.00 per week, which he will return to the Treasurer. Mr. Bledsoe fell from a chair, fracturing his left knee cap, while working in the Modeling Room the day before the New Year.

Mrs. Nichols also used the subject of Prizes and asked for suggestions regarding a better plan for offering Prizes than had been the past practice. It was suggested that Mrs. Nichols and Mr. Hussey confer upon the subject of Prizes and report a plan at the next Meeting which might be practical for the distribution of Prizes at the end of the year.

Edmundson Hussey
Acting Secretary.

Meeting of the Committee on Instruction February 11, 1936.

Present: Mr. Price, Chairman: Mrs. Leigs, Mrs. Rhoads, Mrs. Come, Mrs. Patterson, Mr. Jenks and Mr. Bond.

The report of the Acting Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That a filing cabinet be purchased for use in the Office of the Acting Principal. The cost not to exceed \$70.

That a semi-noiseless typewriter be purchased for the Office of the Acting Principal, cost not to exceed \$70.

That a desk chair for the Office of the Acting Principal at a cost not to exceed \$18.

A letter was read from Mr. Disaney thanking the Committee for their indulgence and kindness to him while in the Hospital.



Acting Secretary.

Meeting of the Committee on Instruction. March 1, 1926.

Present: Mr. Price, Chairman; Mrs. Nichols, Mrs. Rhoads, Mrs. Bent, Mr. Seeler and Mr. Jenks.

Mr. Lord sent regrets.

The report of the Acting Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That the following refunds be granted:

Mr. J. C. Salter for the tuition of his son Gordon Salter, Spring Term, 1925, \$45. Tuition paid, \$32.

Mr. Milton D. Barnes for his son Peter Wendell Barnes, \$45. Tuition paid, \$33.

That the following items be placed in the Catalogue 1926-27:

That a studio fee of \$1.50 per day be charged for persons who wish to work in the School; \$1. per half day.

That a Laboratory fee of \$5. per year be charged all students who do Laboratory work.

Mrs. Nichols reported after a conference with Mr. Hussey, as suggested at a former meeting, that no present change would be made in the distribution of Prizes, June 1926.

Edmund Price
Secretary.

Present: Mr. Price, Chairman, Mrs. Nichols, Mrs. Cooke, Mrs. Rhoads, Mr. Dorie, Mr. Jenks and Mr. Bond.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That tuition fees for the coming year, Day and Night Schools, be raised.

Day School from \$150. - \$175.

Night " " \$ 30. - \$ 45.

That students may do part time work in the Textile Department, (Night School), and part time work in Art Department, (Night School). The tuition be divided between the two Schools according to the time spent in each.

That a refund of \$60. be paid for tuition for the last half year for Mary E. Kempton. Miss Kempton died early in February right after tuition had been paid.

That we accept the offer made by F. Weber Co. for a Prize. Artists materials be awarded the student doing excellent work in oil, water color painting. That mention of this Prize be placed in the Catalogue.

That we accept the offer made by Mr. Rollin Van Horn for an Annual Prize of \$25., through the Alumni Association of the Art School, in memory of his deceased wife, Helen Wilson Van Horn. The Prize is to be awarded the best sketch either in the Alumni Sketch Class or in the regular Day Classes.

Edmundson Harvey
Secretary.

Meeting of the Committee on Instruction. May 6th, 1926.

Present: Mr. Price, Chairman,

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That the following changes be approved.

<u>ART DEPARTMENT</u>		<u>Salary</u>	
		<u>Present</u>	<u>New</u>
E. Ben. Curtis	4 half days	1,800	1,800
Isabel B. Hall	9 " "	3,600	3,600
Ellen F. Neenan	3 " "	3,600	4,200
Mary B. Sweeney	9 " "	3,100	3,500 13 half days
Edward Warwick	3 " "	3,400	4,200
E. L. Fryer	11 " "	3,400	3,400

<u>LIBRARY DEPARTMENT</u>			
Joseph Goodavage		3,600	3,600
Ernest Kaiser		1,800	3,400
Paul Touse		1,400	1,800
J. Wesley France		3,100	3,600
Bradley Algeo		3,000	3,400
Miss Knecker		1,400	1,600
Frank Geise		3,000	3,200
John Neab		3,400	3,200

That extra compensation be granted to each of the following caretakers:

Charles Meyer	2.50 per week increase
John Spotts	2.50 " " "
George Kreiner	2.50 " " "
Ellis Turner	1.50 " " "
A. Loon (night watchman)	1.50 " " "
M. J. Burns	2.50 " " "

That the following instructors be appointed to teach in the Summer School 1926.

Eleanor Hinkel	3 days a week at	\$18. a day
John J. Dull	2 " " " "	\$18. " "
Mrs. Helen S. West	2 " " " "	\$18. " "
Luigi Spizzirri	2 " " " "	\$18. " "
Herbert Pullinger	2 " " " "	\$18. " "
Edward Warwick	4 " " " "	\$18. " "
H. D. Ware	2 " " " "	\$18. " "
Elmer Lukens	2 " " " "	\$18. " "
Edith Thompson	5 " " " "	\$10. " "

That the following new appointments be approved:

Mrs. Helen S. West, Teacher of Lettering, Day School, at \$7. per half day for 4 half days a week.

Mrs. Florence Jester as Supervisor of Practice Teaching, 1926-27, at \$150. per month, beginning September 1st, 1926. Salary to be paid for nine months.

That Luigi Spizzirri, teacher of Nature Study and Costume Drawing, be placed on a yearly salary basis of \$1,400.

That a property caretaker and Assistant in the Department of Design be appointed at \$21. per week for five and one half days a week for 52 weeks.

That an assistant be appointed (Name to be suggested later) for the Costume Design Class at a salary of \$2,000. per year.

That a door-man be appointed at a compensation of \$20. per week to take care of the front entrance of the Building and be of general service to the School.

That a suitable assistant to Mr. Weber be appointed at a compensation of \$20. per week.

That the compensation for models for the Life Class and Costume Class be increased from 75¢ to \$1. an hour.

That \$150. be paid the Manufacturers Club for the use of the Ball-room for the Fashion Show, April 29th, 1926.

That \$300. be expended for refreshments, music and decorations for the Commencement, June third, 1926.

That a compensation of \$50. per year in addition to a scholarship be granted to the Monitor for taking care of the Life Models.

That \$50. be paid Edward Warwick for expenses to the meeting of the American Federation of Arts Association.

That Edward W. France, Director of the Textile School be paid \$300. as extra compensation for service rendered the School during the past ten months.

That the Pennsylvania Museum and School of Industrial Art subscribe to membership in the American Federation of Arts Association.

Edmund M. Hunsicker
Secretary.

Meeting of the Committee on Instruction. October 26th, 1913.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Cox, Mrs. Rhoads, Mr. Jenks, Mr. Bond, Mr. Richardson and Mr. Deeler.

Mrs. Jones Wister sent regrets.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That \$56. be appropriated for the maintenance and removal of the Loath at the Sesqui-Centennial.

That the following Instructors be reappointed for the Night School 1913-14, at the compensation of last year, as an example.

Ellen Washon.	One evening
John Craig Jemmy.	Two
Ralph McLellan.	Three "
Mr. Henry Parker.	One
Dwain H. Kimmel.	Two "
Joseph Monetsky.	Three "
T. P. Barrely.	Two "
Elmer B. Lukens.	Three "
John Hearn.	Three "

That the following Instructors be appointed for the Night School, 1913-14.

John Vonsetler.	Drawing	3	Evenings	\$3. an evening.
Robert W. Browther.	"	3	"	" " "
Paul A. Taylor.	"	3	"	" " "
Ralph Dunkeller, Jr.	"	3	"	" " "
C. Lynn Shilling.	Color	1	"	" " "
	Design	3	"	" " "
R. Robert Baldwin.	Poster	1	"	" " "
	Lettering	3	"	" " "
John Kelleher.	Adv. Draw.	3	"	" " "

That John Kelleher be appointed to teach free-hand drawing four half days a week at \$6. a half day.

That Charlotte Gehrke be appointed Assistant in the Costume Design Department Night School, one evening a week, at \$3. a night.

That Habel Hall be appointed Instructor of the Saturday Morning Junior Cast Drawing, at \$7. a morning.

That a refund be granted Mr. Frank Austin, father of Elizabeth Austin for the tuition of his daughter, who attended School for two days.

That a refund of \$10. be granted Edward L. Espen, who paid for the Lecture Courses and has since registered in the Night School.

That a letter was read from Mr. France regarding the matter of an interview regarding teaching Textile Subjects in the Night High Schools.

Meeting of the Committee on Instruction. October 7th, 1926.

The matter was to be further pursued regarding the advisability of teaching such subjects in elementary Schools.

The resolve was passed: that the Pennsylvania Museum and School of Industrial Art would not evaluate credits of students who had not been at least a resident student for one year in the School of Industrial Art.

Edmundson Hersey
Secretary.

Meeting of the Committee on Instruction. December 4th, 1936.

Present: Mr. Price, Chairman; Mrs. Patterson, Mrs. Jones, Mrs. Nichols, Mr. Bowie, Mr. Janis and Mr. Ford.

Mrs. Blankenburg, Mrs. Logan and Mr. Seeler sent regrets.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That refunds be granted:

Art School

William Jones.....	1 month...	Day School.....	\$75.
Alice Flanders.....		Sat. "	\$5.
Thomas Nicholl.....		Sat. "	\$1.
Oscar Howell.....	1 month...	Day "	\$75.
Dorothy Oldach.....		Sat. "	\$5.

Textile School

Allison Fisher.....		Night "	\$5.
Ellis Mills.....	3 weeks...	Day "	\$10.

That a fee of \$5. be charged for a group of lectures given by Mr. Brinckel, Evening School. Subject: Architectural Design.

That Miss Edith Thompson be appointed teacher of the Saturday Morning Junior Class, at \$5. a morning.

That Howard A. Walker, Textile School, Assistant in Charge of Chemistry and Dyeing, be granted an increase of \$25. for the remaining months of the school year.

That Walter S. Cummings of Bridgeton, N. J., who has had to withdraw his son from the Textile School on account of ill-health, be granted the privilege of using next year, the tuition which has been paid for this year.

That Ralph Dunkleberger be appointed Teacher of Drawing in the Textile School, at \$31. per month, for the School Year 1936-37.

It was moved that a Resolution in the form of a letter of sympathy be written to the family of Mrs. Jones Wister. Mrs. Nichols was asked to frame the letter.

Edmundson H. H. H.
Secretary.

Meeting of the Committee on Instruction Dec. 2nd, 1926.

Present: Mr. Price, Chairman, Mrs. Blankenburg, Mrs. Cox, Mrs. Nichols, Mrs. Rhoads, Mr. Bond and Mr. Jonks.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

There were certain refunds for tuition, which were not read, but were referred for action to the Chairman of the Committee and the Principal of the School.

That Tuition Fees for the year 1927-28, Art Department, Day School, be raised from \$175. to \$200.

Mrs. Blankenburg suggested that some arrangements be made for a Fifty Year Celebration at the School during the year 1927. The matter was discussed, but no action was taken.



Edmondson Hussey,
Secretary.

Meeting of the Committee on InstructionJanuary 6th, 1927.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Rhoads, Mrs. Meigs, Mrs. Blankenburg, Mrs. Cox, Mr. Bond, Mr. Jenks and Mr. Seeler.

The Report of the Principal was read and approved.

A Motion was made to write letters to all the people who contributed Illustrations to the School.

Edmondson Mussey
Edmondson Mussey,
Secretary.

Meeting of the Committee on InstructionFebruary 3rd, 1927.

Present: Mr. Price, Chairman, Mrs. Nichols, Mrs. Cox, Mrs. Rhoads, Mrs. Patterson, Mr. Seeler, Mr. Borie, Mr. Jenks and Mr. Bond.

Mrs. Blankenburg sent regrets.

The Principal in place of the usual Report, talked over charts outlining the development of the course of study of the Art School, for the past three years, and further projections for the development for future years.

Edmondson Hussey
Edmondson Hussey,
Secretary.

Meeting of the Committee on InstructionMarch 3rd, 1927.

Present: Mr. Price, Chairman, Mrs. Nichols, Mrs. Rhoads, Mr. Jenks and Mr. Bond.

Mrs. Meigs and Mrs. Patterson sent regrets.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That \$325. be appropriated to carry on the Fashion Show, which takes place in April, 1927.

That Miss Sonia Ross of 933 N. 7th Street, Philadelphia, who has had to withdraw from the Evening School early in October, 1926-27, on account of ill-health, be granted the privilege of using next year, the tuition which has been paid for this year.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on InstructionMay 5th, 1927.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Rhoads, Mrs. Coxe, Mrs. Nichols, Mr. Bond, Mr. Richardson and Mr. Jenks.

The Report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action.

That the following Instructors be appointed for the Summer School, 1927.

John J. Dull.	2	days a week @	\$18. per day.
E. S. Lukens.	2	"	" @ \$18. " "
Ellen F. Meehan.	3	"	" @ \$18. " "
Lee Pennegar.	3	"	" @ \$18. " "
Herbert Pullinger.	2	"	" @ \$18. " "
Luigi Spizzirri.	2	"	" @ \$18. " "
Edward Warwick.	2	"	" @ \$18. " "
Helen S. West.	2	"	" @ \$18. " "
Edith Thompson.	5	"	" @ \$12. " "

That the following increases in salaries be approved.

		Pres.	<u>Salary</u>	New
Edmund deF. Curtis	4 half days a week	\$1800.		\$2000.
Ralph McLellan	6 " "	\$2600.		\$2300.
Luigi Spizzirri	5 " "	\$1400.		\$1800.

That the following Instructors and Assistant Instructors be appointed.

Lee Pennegar	Instructor in Poster & Adv. Design	\$3000.
Gertrude Schell	" " Drawing	\$2300.
Alfred Krakusin	Assistant Instructor in Anatomy Drawing	
	2 half days @ \$5. per half day.	
Justin Pardi	Assistant Instructor in Drawing.	
	\$20. a week for 33 weeks.	
George Sklar	Assistant Instructor in Modeling.	
	4 half days @ \$5. per half day.	
Lecture Course	"Appreciation of Art."	
	16 Lectures @ \$20. a Lecture.	

TEXTILE DEPARTMENT

That the following increases in salary be approved.

	<u>Salary</u>	
	Present	New
Elmer Bertolet	\$4800.	\$5000.
George Byler	\$2700.	\$2900.
Jos. Goodavage	\$2800.	\$3000.
Ercal Kaiser	\$2400.	\$2500.
Wm. B. Williamson	\$1500.	\$1700.
Howard A. Walter	\$3500.	\$3650.

Continued

That Mr. Elmer Curtis, door-man, be increased from \$20. a week to \$22.50 a week.

That an amount not exceeding \$200. be expended for music and decorations for the Commencement Exercises, June second, 1927.



Edmondson Hussey,
Secretary.

Present: Mr. Jenks, Acting Chairman, Mrs. Patterson, Mrs. Coxe, Mrs. Rhoads, Mrs. Nichols, Mrs. Meigs, Mr. Bond, Mr. Richardson and Mr. Seeler.

The Report of the Principal was given in verbal form, discussing the various activities and projects of the School.

The following matters were approved and referred to the Executive Committee for action.

That the following Instructors be appointed to teach in the Night Classes during the term of 1927-1928, as stated in the following Groups.

GROUP I

Elmer Lukens	\$5. a night	3	nights	a week
Edwin Krimmel	5. "	2	"	"
Wm. Henry Parker	5. "	1	"	"
John Craig Janney	5. "	2	"	"
Robert Crowther	5. "	3	"	"
Alfred Krakusin	5. "	3	"	"
Robert Rushton	5. "	3	"	"
Harrison Miller	5. "	3	"	"
John Wonsetler	5. "	3	"	"
William Weiss	5. "	3	"	"
George Sklar	5. "	2	"	"
Paul Remmey	5. "	1	"	"

GROUP II

Ellen Meehan	\$6.50 a night
Ralph McLellan	" "
Alynn Shilling	" "
Charlotte Gehrke	" "
Justin Pardi	" "
Richard Klinges	" "

GROUP III

Ralph Dunkleberger	\$7. a night	3	nights	a week
William Blood	7. "	1	"	"
T. P. Farrady	7. "	2	"	"
Joseph Konetsky	7. "	3	"	"

SATURDAY SCHOOL

That the following Instructors be appointed to teach in the Saturday School during the term of 1927-1928.

Justin Pardi	\$8. a day	33	Saturdays
Edith Thompson	5. "	Saturday	School Term
Alfred Krakusin	5. "	"	" "
Elizabeth Thesmar	5. "	"	" "
Harrison Miller	7. "	"	" "
George Sklar	5. "	"	" "

Continued

That Harrison Miller be appointed to teach Drawing and Painting four half days each week during the term 1927-1928. Compensation \$6. per half day. Mr. Miller takes the place left vacant by Mr. Kelleher.

That Margaret Phelps be appointed Secretary to the Principal at a compensation of \$25. per week, beginning October 13th, 1927. Miss Phelps will take the place left vacant by Miss Dempsey.

That Rebecca Gumbes be appointed clerk in the Office of the Principal at a compensation of \$4.50 each day of service during the term 1927-1928. Mrs. Gumbes has served the School for the past two years and has been of great value in the Office and in the School.

Requests have been made for the following refunds:

J. G. Cummings	\$120.
Marie Chandler	95.
Amelia Ruth	120.
Mae Thornburg	50. Summer

Meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Heigs, Mrs. Rhoads, Mr. Jenks, Mr. Seeler and Mr. Bond.

In the form of a report the Principal discussed the various activities of the School during the month of October.

The following matters were approved and referred to the Executive Committee for action.

That the following students be granted refunds.

Day School

Samuel Regardie	\$72.	
John Powis	\$96.	
Jack Marion	\$18.	Total Amount \$63.
Mary Greenleaf	\$72.	

Night School

Elizabeth Peligo	\$45.
Gertrude Hoxley	\$45.

That the following students, who had to withdraw from the school on account of financial difficulties, be granted the privilege of using next year, the tuition which has been paid for this year.

Wahmin Chung
Samuel Kramer

* \$45. to be used for night school tuition.

Meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

MEETING OF THE COMMITTEE ON INSTRUCTIONDecember 1st, 1927.

Present: Mr. Jenks, Acting Chairman, Mrs. Patterson, Mrs. Meigs, Mrs. Rhoads, Mr. Bond, Mr. Seeler, Mr. Fleisher.

In the form of a report the Principal discussed the outstanding activities of the School during the month of November.

The following matters were approved and referred to the Executive Committee for action.

That the following two students who had to withdraw from the School on account of illness, be granted the privilege of using next year the tuition which has been paid for this year.

Donald Streeter
Fred H. Heinrich

Art Department.
Textile Department.

Refund charges were discussed as follows:-

That the charges for tuition in making refunds be placed on the following basis. \$8. per week for those paying \$200. per year, and \$7. per week for those paying \$150. per year.

It was unanimously voted that a letter of thanks be sent to Mr. Ellis Ballard for his gift to the Library of Portfolios of French Engravings.

Mr. Fleisher made an appeal for sketches from students to be presented to the State Educational Department in Harrisburg, to be distributed among small schools in remote districts throughout the State, as an incentive for Art study.

Meeting adjourned.

Edmondson Hussey
Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction.

January 5, 1928.

Present: Mr. Jenks, Acting Chairman, Mrs. Patterson, Mrs. Rhoads, Mrs. Meigs, Mrs. Cox, Mr. Bond, and Mr. Seeler.

The report of the Principal was read and approved.

Meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

February 2, 1928.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Cox, Mrs. Rhoads, Mrs. Meigs, Mr. Richardson, Mr. Fleisher, and Mr. Borie.

The report of the Principal was read and approved.

The following matters were ^{approved} and referred to the Executive Committee for action:

That the tuition fee for the Day School beginning with the term 1928-1929 be raised from \$200. to \$225.

That the Summer School which would begin July 1928, be discontinued.

Meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction.

March 1, 1928.

Present: Mr. Jenks, Acting Chairman, Mrs. Rhoads, Mrs. Meigs, Mr. Bond, Mrs. Coxe.

The Principal was detained on account of illness. There was no report.

The following matter was approved:

That Mr. Thornton Oakley was granted two (2) months leave of absence for study and travel in Europe.

Meeting adjourned.

A handwritten signature in cursive script, reading "Edmondson Hussey".

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction. April 5, 1928.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Nichols,
Mrs. Rhoads, Mrs. Logan, Mr. Richardson, Mr. Bond, and Mr. Jenks.

The report of the Principal was made through charts illustrating graphically new developments in scholastic standing and rating. The changes made will result in a higher type of student to carry on in the upper classes, as requirements for graduation are made to this end. The mark previously for passing has been 65. The new mark for passing is 75. 65 and 70 will be retained as recognized marks, but will not promote or graduate.

After comments, the report of the Principal was approved as read.

Meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction.

May 3, 1928.

Present: Mr. Price, Chairman, Mrs. Coxe, Mrs. Nichols, Mr. Seeler, Mr. Bond, Mr. Jenks.

The report of the Principal was made through charts illustrating graphically the development of the work of the Art Department during the past three years. Emphasis in the outline shown through the charts was upon Design. The School, representing industrial movements in art, necessitates the comprehensive study of Drawing and Design, as well as the development of ideas in Design and Applied Design to meet the demands of the outside world. The charts also showed an outline for future development for greater service to the student of Art and Industrial Art.

After comments, the report was approved as read.

The following matters were approved and referred to the Executive Committee for action:

Art Department

That, as formerly, instructors whose names do not appear on these recommendations for increases are automatically re-appointed at their present salaries.

That the following instructors be granted increases in salary:

Edmund deF. Curtis	from	\$ 2,000	to	\$ 2,200
Florence Jester	"	1,350	"	1,600
Gertrude Schell	"	2,300	"	2,500
Luigi Spizzirri	"	1,800	"	2,000
Mary B. Sweeney	"	2,300	"	2,500
Lecture Courses	"	320	"	1,200

Amount Increases

\$ 1,930

That the following instructors be appointed:

Alice Meehan	Assistant Instructor in Design	\$ 2,500
Evelyn Pennegar	" " " Teacher Training	1,800
Justin A. Pardi	Instructor in Life Drawing	2,000
Harrison Miller	Part-time Instructor in Poster and Advertising Design and Assistant Instructor in Illustration	1,300

For Poster and Advertising Design, to be divided:

Harrison Miller 2 half days (see above)

Paul Remmey 2 half days @ \$8

Instruction in Interior Decoration - Architectural Graphics 500
Assistant Instructor in Costume Design - to be named later 2,000

Total Net Addition

\$ 3,643.50

Continued

That the following increases in Administration Service and Wages be granted;

That Ellzey Bridges be appointed "In charge of Properties" at a yearly salary of \$1,000.

That Rebecca Gumbes, clerk in the office of the Principal, be increased in salary from \$4.50 each day of service to \$5.50.

That the following appointments be made;

That Helen Davis be appointed as Secretary to the Principal at a compensation of \$35. a week, beginning July first, 1928. Miss Davis will fill the position left vacant by the resignation of Margaret Phelps.

That Edward Strawbridge be appointed Monitor of the Drawing Class at a compensation of \$20. a week for a period of 33 weeks. Mr. Justin Pardi held this position formerly.

Textile Department

That the following instructors be granted increases in salary:

Bradley C. Algeo	from	\$ 5,400	to	\$ 5,500		
Elmer C. Bertolet	"	5,000	"	5,200		
Richard S. Cox	"	5,000	"	5,200		
George G. Byler	"	2,900	"	3,100		
Frank L. Giese	"	3,200	"	3,400		
Joseph E. Goodavage	"	3,000	"	3,200		
Ercal Kaiser	"	2,500	"	2,700		
John Lockwood	"	3,400	"	3,600		
Wm. A. McLain	"	3,000	"	3,200		
John Naab	"	3,200	"	3,400		
William Pfeiffer	"	3,200	"	3,400		
Percival Theel	"	3,000	"	3,200		
Howard A. Walter	"	3,650	"	3,800		
Wm. B. Williamson	"	1,700	"	2,000		
John W. France	"	2,250	"	2,400	Am't Increase	\$ 2,900
Mr. Keener	"	1,230	"	1,282		
" Spotts	"	1,230	"	1,282		
" Moyer	"	1,230	"	1,282		
Alan G. Marquart	"	1,450	"	1,502		
Robert J. Reilly	"	1,500	"	1,552		
Ervin Wilmer	"	1,550	"	1,627.60	Increase	337.60
Anna C. Kreckner	"	1,600	"	1,700		
Miss Wegner	"	1,040	"	1,100	Increase	150.
M. Caughan	"	806	"	858		
K. Dalton	"	754	"	806	Increase	104.

Total Net Addition \$ 3,501.60

That an amount not exceeding \$200. be expended for music and decorations for the Commencement Exercises, June seventh, 1928.

A letter was read from Mr. Seeler in which he offered three prizes amounting to the sum of \$50 for sketches to be done by Junior Year students during the summer and exhibited the first week of school. The matter was discussed and the offer accepted.

Edmondson Hussey

Edmondson Hussey, Secretary.

Meeting of the Committee on Instruction

Oct. 4, 1928.

Present: Mr. Price, Chairman, Mr. Cox, Mrs. Logan, Mrs. Rhoads, Mrs. Patterson, Miss Smith, Mr. Doni, Mr. Jenks, Mr. Seeler.

The report of the Principal was read and approved.

The following matters were approved and referred to the Executive Committee for action:

That the following instructors be appointed for the Evening School during the term 1928-1929 as stated in the following groups:

Group I

Elmer Lukens	5.00 a night	3 nights a week
Alfred Krakusin	5.00 " "	3 " " "
Robert Rushton	5.00 " "	3 " " "
Harrison Miller	6.00 " "	3 " " "
John Wonsatler	6.00 " "	3 " " "
William Weiss	5.00 " "	3 " " "
Darwin Urffer	5.00 " "	1 " " "

Group II

Ellen Neehan	7.00 a night	1 " " "
Ralph McLellan	7.00 " "	3 " " "
Alynn Shilling	6.50 " "	3 " " "
Louise Baxter	7.00 " "	2 " " "
Richard Klimages	6.50 " "	1 " " "

Group III

Ralph Dunkelberger	7.00 a night	3 " " "
T.P. Farraday	7.00 " "	2 " " "
William Flood	7.00 " "	1 " " "
John Craig Jamney	6.50 " "	2 " " "
Joseph Manetsky	7.00 " "	3 " " "
George Sklar	5.00 " "	2 " " "

That the following instructors be appointed for the Saturday school during the term 1928-1929:

Edith Thompson	6.50 a day	33 Saturdays
Elizabeth Thesmar	6.50 " "	(Saturday School term)
Alfred Krakusin	5.00 " "	" " "
Harrison Miller	7.00 " "	" " "
George Sklar	5.00 " "	" " "
One other teacher	3.00 " "	" " "

(continued)

That Harry Labour, a student, be appointed to assist in the supply room for the term 1922-1923, and for his services be given his tuition for the year 1922-1923.

That George Houghton be appointed as assistant in the modeling room, pottery room, and forge at a compensation of \$25.00 a week. Mr. Houghton is taking over some of the work carried on by Thomas Blakney who has compelled to withdraw on account of ill health.

That Philip Mignone be granted the privilege of using the shop for the second half of the term 1923-1924 the tuition which he paid for the first half of the term.

The meeting was invited to view the exhibition of students' work, after which the meeting adjourned.

Edmundson Hussey
Edmundson Hussey,
Secretary

Meeting of the Committee on Instruction

Nov. 1, 192

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Rhoades, Miss Smith, Mr. Bond, Mr. Jenks, Mr. Seeler. Mrs. Cox and Mrs. Nichols sent regrets for not being present.

The report of the Principal was discussed, carrying out the idea of the plan of the school developing the first year class as a preparatory class for the art school, which would be identified as the second, third, and fourth years of the students' work in the school. A general discussion of the purpose of an art school, as in developing the idea a student might have in industrial art and the artistic training which is necessary to complete his education in both expression of the idea and in taste.

The following matters were approved and referred to the Executive Committee for action:

That the following be granted refunds:

Art Department - Day School

Nancy Arnold	\$ 135.
Joseph A. Burke	90.
Samuel Kramer	108.

That the tuition fee of \$48 paid by Herman Thomas for the Art Department Night School be transferred to the Textile Department Night School.

The meeting adjourned.

Edmondson Hussey
Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction Dec.6,1928.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Patterson, Mrs. Rhoades, Miss Smith, Mr. Bond, Mr. Jenks, Mr. Seeler.

The report of the Principal was given in the form of a talk from charts regarding the development of the school as to the plan of studies and suggestions for future development for advanced classes.

The meeting adjourned.


Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction Jan. 3, 1929

The following matter was approved and referred to the Board of Trustees for action:

That the following student be granted a refund:

Art Department - Day School

Miriam E. Reilly

\$ 90.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction, Oct. 1, 1930.

The report from the Principal's office was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That the following student be granted a refund:

Art Department - Day School

William David Andes 11.

That the tuition fee for the year 1930-1931, Art Le art Day School, be raised from \$25. to \$51. This change affects only the first year class.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction March 7, 1929.

The report from the Principal's office was read and approved.

The following matter was approved and referred to the Board of Trustees for action:

That Josephine Temple, a student in the second - year class of the Art Department, be allowed to use in the term 1929-1930 the tuition which she paid for the second half of the term 1928-1929.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction April 4, 1929.

The report from the Principal's office was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

Through Mr. Richardson, Mr. Abmeyer of the Manufacturers' Club has invited the School to hold its annual Fashion Show in the Manufacturers' Club on April 18th and 19th, free of charge. They were so pleased with last year's Show that they wanted to cooperate by giving the hall for two nights this year, so that their members can see the Show. Our expenses in connection with the hall would be only the incidental ones. The Principal recommended that this help and cooperation be accepted.

The Principal recommended that an account be appropriated sufficient to cover the expenses of the Fashion Show. As it has been impossible as yet to secure estimates for some of the necessary materials, a definite statement of the amount needed cannot be made at present. The approximate cost will be \$450.

The meeting adjourned.

Edmondson Hussey
Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction May 2, 1929.

The report from the Principal's office was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That, as formerly, instructors whose names do not appear on these recommendations for increases be automatically reappointed at their present salaries.

That the following instructors in the Art Department be granted increases in salary:

Alice Meehan	from	\$2,500.	to	\$2,700.
Ellen Meehan	"	4,000.	"	4,500.
Harrison F. Miller	"	1,300.	"	1,500.
Justin Pardi	"	2,000.	"	2,200.
Lecture courses	"	1,200.	"	2,000.

That the following increases in Administration wages be granted:

Ellzey Bridges -in charge of properties	from \$1,000.	to \$1,200.
Helen Davis-secretary to the Principal	" 1,820.	" 2,400.

That the following increases in Administration salaries be granted:

Thomas H. Willson-Asst. Treas. and Registrar	from \$4,500.	to \$5,000
Willard P. Graham- Asst. Registrar	" 2,200.	" 2,500

That the following increases in salary in the Textile Department be granted:

Edward W. France	from (\$4,500-Director of Dept.	to \$7,500.
	(2,000.Supt. of Building	
John R. Lockwood	" 3,600.	" 3,700.
William Pfeiffer	" 3,400.	" 3,500.
Percival Theel	" 3,200.	" 3,300.
William B. Williamson	" 2,000.	" 2,200.
Ercal Kaiser	" 2,700.	" 2,800.
Anna C. Krecker(secretary to Mr. France)	from 1,700"	1,800.

That an amount not exceeding \$200. be expended for music and decorations for the Commencement Exercises June 6, 1929.

It is the desire of the Principal that the budget for instruction in the school for the coming year be increased to the amount of the increase in salaries, plus \$5000. The additional \$5000. represents any adjustments in salaries and the provision for the appointment of an instructor for a new department which is of great necessity in the very near future.

The meeting adjourned.



Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction Oct. 3, 1929.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Meigs, Mrs. Rhoades, Mr. Borie, Mr. Jenks, Mr. Seeler, Mr. Stokes.

The report of the Principal was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

Art Department - Day School

That Miss M. Annis West be appointed an instructor in Costume Design at the salary of \$2000., to fill the vacancy created by the resignation of Mrs. Baxter.

That Mr. Aurelius Renzetti be appointed an instructor in Modeling at the salary of \$2000., to fill the vacancies created by the resignations of Mr. Milione and Mr. Sklar.

That Mr. Frank Ferg be appointed an instructor in Wood-carving for one half-day a week at the compensation of \$8.00 per week.

That Mr. John Pardi, a student in the school, be appointed to assist in the Pottery room for the term 1929-1930 and for his services be given his tuition for the year.

Art Department - Evening School

That the faculty of the Evening School of the term 1928-1929 be reappointed for the term 1929-1930.

Art Department - Saturday Morning School

That the instructors employed in the Saturday Morning School during the term 1928-1929 be reappointed for the term 1929-1930.

That Miss Josephine Cary be appointed instructor in Junior Modeling at a compensation of \$5.00 each Saturday.

That Mr. J. Kirk Merrick be appointed instructor in Adult Cast Drawing at a compensation of \$5.00 each Saturday.

The requirement is being made by the State Department that all students graduating from a recognized school who desire to teach must have 9 units college credit or the equivalent. In view of that fact that this requirement takes effect immediately, the Principal made the recommendation that special tuition be paid to the School of Education of the University of Pennsylvania for the students of the Teachers' Training group of whom these units are required.

That the following students be granted a loan from the revolving loan fund to apy their tuition for the term 1929-1930 (approximately \$1,200.).

Sadie Appel
Samuel Brown
Frederick Counsel
Thomas DeGangi
Elizabeth Niblock
Mary O'Connell
Maria Dallas Wilkins

That Mr. Weber be retired immediately and be granted \$15. a month for an indefinite period.

The meeting adjourned.

Edmondson Hussey
Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction Nov.7, 1929.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols, Mrs. Rhoads, Mr. Jenks.

The report of the Principal was read and approved.

The following matter was approved and referred to the Board of Trustees for action:

Art Department

That the amount of the Night School tuition be transferred from the sum paid by Jordan Gaul, a first-year student, for tuition in the Day School, for his Night School instruction.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction Dec. 7, 1929.

Present: Mr. Price, Chairman, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Borie, Mr. Jenks, Mr. Stokes.

The report of the Principal was read and approved.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Jan. 2, 1930.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Jenks, Mr. Stokes.

The report of the Principal was read and approved. The following extracts from the report were outstanding:

" Early in December the Association of Arts and Industries in Chicago invited the Principal of the School to speak at a dinner meeting of that Association and its friends, on topics concerning the growth and development of this school and its relation to industry and commerce. In collecting material for the topic concerning the part former students have played in the professional, industrial and commercial world, I renewed my acquaintance with some facts which I found intensely interesting. Graduates of the school, regardless of the department from which they graduated, are carrying on work chiefly in Design. I have indicated before that the out-standing subject of a School of Industrial Art should be Design. The activities of the graduates of this school prove that the program of the school should be to fit the phases of the vast subject of Design to the special talent and ability of its students.

Mural paintings and designs for moving picture theaters in Philadelphia and adjacent cities.

Christmas decorations for toy departments of Wanamakers and Gimbels.

Mural paintings for the Warwick Hotel.

Head of Design department in manufacture of children's clothes. Stylist in Saks Store, New York City.

Specialty shops for costumes.

Fashion Bureau - Lord and Taylor's, New York City.

Designer of fabrics for the Continental Mills Inc.

Designer of book-covers with firm using Dupont fabrics.

Designer in Art Department of the Collins Mfg. Co.

Designer of costumes for Ziegfield Follies and "Animal Crackers"

Director of Design department in furniture companies - Van Scivers and the Lincoln Furniture Co.

Heads of department of Design in interior decorating companies - Karcher and Rehn.

Two students have been successful in etchings and among their sales have sold some of their work to the Metropolitan Museum.

A number of successful shops for Ironwork have been opened by former students.

Graduates of the Pottery department are working in large potteries.

A number of studentts are doing good work teaching and supervising in the Art departments of schools.

Many students are doing free-lance work in Advertising, having their own studios as a means of carrying on their work.

The graduates of the Textile department, having been trained specifically for definite types of work, find expression in many of the industries of both the East and the South.

In carrying out the program of raising the standards of expression in developing commercial and industrial ideas through Art, we have decided, as a part of our graduation requirement, that each student must complete a project of his own choosing and without any assistance or criticisms, exemplifying in its completion his idea, his taste and his ability in the subject of his graduation. This plan is comparable to the thesis idea in college requirements.

During December Dr. and Lady Grenfell called at the school to make arrangements for instruction in Design for the head of the Weaving department of the Grenfell Mission. "There was a unanimous feeling that a scholarship should be given to the young lady who is doing this work in the Mission.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction February 6, 1930.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols,
Mrs. Patterson, Mrs. Rhoads.

The following matter was approved and referred to the Board
of Trustees for action:

That approximately \$800. be drawn from the Student Loan
Fund to be lent to students who are in need of financial
assistance to pay their tuition for the balance of the term.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary

Meeting of the Committee on Instruction March 6, 1930.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Miss Smith.

The report of the Principal was read and approved.

The following matter was approved and referred to the Board of Trustees for action:

That the tuition paid by Lucy Chapman (\$100) for the last half of the term 1929-1930, be transferred to her credit for tuition for the term 1930-1931.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction April 3, 1930.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols,
Mrs. Patterson, Mrs. Rhoads, Mr. Stokes.

The report of the Principal was read and approved.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction May 1, 1930.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Stokes.

The report of the Principal was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That the present budget for salaries be renewed for the coming year.

That Alexey Brodovitch be appointed instructor in Advertising Design for the term 1930-31, at a salary of \$5000.

That the following increases in salaries be granted:

<u>Art Department</u>				<u>Increase</u>
Rose Baird	from	\$ 3,000.	to \$ 3,300.	\$ 300.
Mabel Hall	"	3,650.	" 3,700.	50.
Alice Meehan	"	2,700.	" 3,150.	450.
Aurelius Renzetti	"	2,000.	" 2,150.	150.
Gertrude Schell	"	2,500.	" 2,650.	150.
Luigi Spizzirri	"	2,000.	" 2,150.	150.
Edward Warwick	"	4,000.	" 4,300.	300.
M. Annis West	"	2,000.	" 2,150.	150.

<u>Textile Department</u>				
Joseph Goodavage	"	3,200.	" 3,400.	200.
Ercal Kaiser	"	2,800.	" 2,900.	100.
John Lockwood	"	3,700.	" 3,800.	100.
Percival Theel	"	3,300.	" 3,400.	100.
Wm. B. Williamson	"	2,200.	" 2,400.	200.
Frank L. Giese	"	3,400.	" 3,500.	100.
John Naab	"	3,400.	" 3,500.	100.
George Byler	"	3,100.	" 3,200.	100.

That the following increases in Administration salaries be granted:

Ellzey Bridges	from	\$ 1,200.	to 1,300.	100.
Helen Davis	"	2,400.	" 2,800.	400.
Willard P. Graham	"	2,500.	" 2,650.	150.

That the following instructors in the Day School of the Art Department be re-appointed at the present salaries:

J. Frank Copeland
Edmund deForest Curtis
Ralph McLellan
Ellen F. Meehan

Thornton Oakley
Justin Pardi
Mary B. Sweeney

That the entire group of instructors whose names do not appear for increases in the Textile Department be re-appointed at the present salaries.

That, in granting school scholarships, the value of the scholarship be three-fifths of the required tuition instead of the entire amount as formerly granted, the student being responsible for two-fifths of the amount.

That the appointments for vacancies in the Night School, Saturday School and for part-time teaching be made at the opening of the 1930-31 school term.

That Miss Catherine Klepper be granted a diploma for fulfilling the required amount of work.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction October 2, 1930

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Mr. Jenks, Mr. Stokes.

The report of the Principal was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That Mrs. Evelyn Pennegar be appointed supervisor of Practice Teaching for the term 1930-31, at a salary of \$1,600.

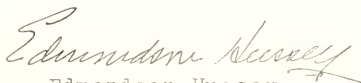
That the faculty of the Evening School (Art Department) be appointed for the term 1930-31, as of last year - total amount of salaries, \$ 7,153.

That the faculty of the Saturday Morning School (Art Department) be appointed for the term 1930-31, as of last year - total amount of salaries, \$1,058.

That loans amounting to \$1,325. be granted to students of the Art Department from the Student Loan Fund.

That a refund of \$120. on tuition paid in September, 1929, be granted to Harry J. Wright Jr. of the Textile Department.

The meeting adjourned.


Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Nov.7, 1930.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Clarke, Mr. Jenks, Mr. Stokes.

The report of the Principal was read and approved.

The offer of Miss Henrietta Crawford of three Pottery prizes to be presented to students of the school who are taking Pottery as a part of their regular work towards a diploma, was accepted. Miss Crawford is to have the privilege of selecting the pieces, advised by Miss Ellen Meehan, Mr. Curtis and Mr. Hussey.

The following matters were approved and referred to the Board of Trustees for action:

That credit for lecture courses may be obtained by persons who are not students of the school, through passing a test at the close of the course.

That a refund of \$47. be made to John Austin for tuition in the Art Department - Evening School.

That a refund of \$31. be made to Dorothy Baldwin for tuition in the Art Department - Saturday School.

The meeting adjourned to view an exhibition of the work of Mr. Alexey Brodovitch in Advertising Design.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Dec.4, 1930.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Meigs, Miss Smith, Mr. Jenks, Mr. Stokes.

The report of the Principal was in the form of a display of students' work in Drawing, describing the changes that had been made in the first-year Drawing department, working more towards the development of draftsmanship and drawing from the point of view of industrial art.

A necklace and pendant were shown that had been executed by a student in Jewelry with the cooperation of study in Design.

A collection of electrical appliances were shown that had been sent to the school by the Proctor Electric Co. of the Philadelphia Electric Co., which were designed by Miss Ellen Meehan, an instructor in the School.

The Committee adjourned to see an exhibition of water-color painting by Albert Hampson, a student in the Senior year who received a scholarship for Drawing and Painting in the Summer School of Mr. Hawthorne on Cape Cod.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction - December 31, 1930

Present: Mr. Price, Chairman, Mrs. Nichols, Mr. Jenks,
Mr. Stokes.

The report of the Principal was read and approved.

The meeting adjourned.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Feb. 5, 1931.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Nichols, Miss Smith, Mr. Borie, Mr. Jenks, Mr. Stokes.

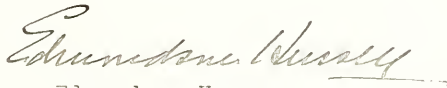
The following matters were approved and referred to the Board of Trustees for action:

That loans amounting to \$1315. be granted from the Student Loan Fund to students needing assistance with the payment of their tuition for the last half-term.

That a refund of \$100. be made to Robert M. Lower Jr. for tuition paid for the second half-term, Textile Department.

The report of the Principal was in the form of an exhibition of the work of Senior students from the groups in Design, Advertising Design, Illustration, Costume Design and Interior Decoration.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction March 5, 1931.

Present: Mr. Price, Chairman, Mr. Jenks, Mrs. Meigs,
Mrs. Nichols, Mrs. Rhoads, Miss Smith, Mr. Stokes.

The report of the Principal was read and approved.

The meeting adjourned to see an exhibition of the
work of the classes in Advertising Design.


Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction April 2, 1931.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Nichols, Mrs. Rhoads, Miss Smith, Mr. Stokes.

The report of the Principal was read and approved.

The meeting adjourned to see an exhibition of the work of the classes in Design.

A handwritten signature in cursive script, reading "Edmondson Hussey", followed by a horizontal line.

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

May 7, 1931.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Patterson, Mrs. Rhoads, Mr. Jenks.

The report of the Principal was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That the following teachers be re-engaged for the term 1931-32 at the salaries stated:

Art Department:

Rose A. Baird	\$ 3300.
Alexey Brodovitch	5000.
Frank Copeland	3500.
Edmund deF. Curtis	2200.
Mabel Hall	3700.
Ralph McLellan	2800.
Alice Meehan	3150.
Ellen Meehan	4500.
Justin Pardi	2200.
Thornton Oakley	1800.
Aurelius Renzetti	2150.
Gertrude Schell	2650.
Luigi Spizzirri	2150.
Mary Sweeney	2500.
Edward Warwick	4300.
M. Annis West	2150.

Textile Department:

E.W. France	7500.
B.C. Algeo	5500.
E.C. Bertolet	5200.
Richard S. Cox	5200.
George F. Byler	3200.
J. W. France	2400.
Frank L. Giese	3500.
Joseph E. Goodavage	3400.
Ercal Kaiser	2900.
John Lockwood	3800.
W. A. McLain	3200.
John Naab	3500.
William Pfeiffer	3500.
Percival Theel	3400.
William B. Williamson	2400.
H. A. Walter	3800.

(continued)

That the appointments for vacancies in the Night School, Saturday School and for part-time teachers in the Art Department be made at the opening of the 1931-32 school term.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

Oct.1, 1931.

Present: Mr. Price, Chairman, Mrs. Logan, Mrs. Leigs, Mrs. Rhoads, Mr. Brown, Mr. Jenks, Mr. Mitchell, Mr. Stokes.

The report of the Principal was read and approved.

The following matters were approved and referred to the Board of Trustees for action:

That the following teachers be appointed for the term 1931-32:

Night School - approximately \$ 6,433.

Raymond Ballinger
Frank Barrett
Ralph Dunkelberger
Cynthia Iliff
Joseph Kanetsky
Richard Klinges
Ralph McLellan
Kirk Merrick

Justin Pardi
Robert Rushton
C.Alynn Shilling
Gilbert Shivers
R.V.Shutts
Frank Stamato
M. Annis West

Saturday School - approximately \$ 1,471.

Josephine Cary
Kathryn Fulmer
Evelyn Lauer
Kirk Merrick
Justin Pardi

Robert Rushton
Elizabeth Stetson
Elizabeth Thesmar
Edith Thompson
William Weiss

Day School (Part-Time) - approximately \$ 5,874.

Raymond Ballinger
Frank Barrett
John J. Dull
Frank Ferg
Douglas Gilchrist

Cynthia Iliff
Kirk Merrick
Justin Pardi
Herbert Pullinger
Aurelius Renzetti

That refunds be granted to the following students who have been obliged to leave school on account of financial conditions:

Robert Murray ----- \$ 70.
M.Gordon Schoff ----- 111.

That loans amounting to \$ 1,1812.50 be granted from the Student Loan Fund to students who have requested loans to pay part of their tuition.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

Nov. 5, 1931.

Present: Mr. Price, Chairman, Mrs. Meigs, Mrs. Petterson, Mrs. Rhoads, Mr. Brown, Mr. Mitchell, Mr. Stokes.

The report of the Principal was presented.

Mr. Brown and Mr. Mitchell talked of a visit to the Textile Department and told of the splendid work being done by that Department.

The following statement is quoted from the report of the Principal:

Statement of the registration November 1, for the terms 1930-31 and 1931-32.

	<u>1931-32</u>	<u>1930-31</u>
<u>Art Day Classes -</u>		
Preparatory Class	139	165
Second-Year Class	118	111
Third-Year Class	74	93
Fourth-Year Class	71	85
Special Students	<u>40</u>	<u>31</u>
	442	465
<u>Textile Day Classes -</u>		
First-Year Class	39	41
Second-Year Class	33	29
Third-Year Class	16	31
Special Students	<u>1</u>	<u>3</u>
	89	104
Art Evening Classes	169	220
Art Saturday Classes (Adult)	38	62
Art Saturday Classes (Junior)	154	172
Textile Evening Classes	188	197
Art Department	803	919
Textile Department	<u>277</u>	<u>301</u>
Total -----	1,080	1,220

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Dec.3, 1931.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Brown, Mr. Jenks, Mr. Mitchell, Mr. Stokes.

The Principal read a report of the outstanding events of the month. An exhibition of work from the Design classes was presented for inspection.

Mr. Brown made some comments regarding gifts made during the past two years to the Textile Department.

A request for two refunds - Beverley Watson, Art Department, Day School, for \$120.; Grace Weiss, Art Department, Day School, for \$ 31. Both requests were approved and referred to the Board of Trustees for action.

Edmondson Hussey

Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction Jan. 7, 1933.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Logan, Mrs. Meigs, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Mr. Brown, Mr. Jenks, Mr. Mitchell, Mr. Stokes.

An exhibition of the work of the students of the class in Advertising Design with a brief report from Mr. Brodovitch concerning the high lights of the activities of this class, were presented as a report for the month.

The monthly bills were approved.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

Feb. 4, 1932.

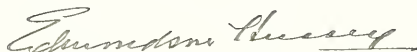
Present: Mr. Price, Chairman, Mrs. Coxe, Mrs. Patterson, Mrs. Rhoads, Miss Smith, Mr. Brown, Mr. Jenks, Mr. Mitchell, Mr. Stokes.

An exhibition of work from the classes in Furniture Design and Costume and Pageantry Design was presented. A brief report of the work of the two classes of the art department was given as the report of the month.

Mr. Brown presented a letter from Mr. France telling of the progress made in plans to raise the amount to cover the outstanding deficit of the textile department.

The bills for the general expenses of the month were passed.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction

March 3, 1932.

Present: Mr. Price, Chairman, Mrs. Cox, Mrs. Logan, Mrs. Neigs, Mrs. Nichols, Mrs. Patterson, Miss Smith, Mr. Brown, Mr. Jenks, Mr. Mitchell, Mr. Stokes.

An exhibition of illustrations and drawings and paintings from the costumed model were presented, with a brief review of the work of the illustration class, as the report for the month.

Mr. Mitchell read a letter from Mr. France. The letter reviewed the splendid work of the Textile School and the great distances into the world - China, India and Japan - that the quality of the school was known, also the prospect of having students next year attend the school from India.

The following recommendations were passed:

That the tuition for instruction in the Day School, Art Department, be paid in three installments -

September, at registration	- \$ 100.
December 1st	75.
March 1st	75.

That the sessions of the Evening School and Saturday School, Art Department, be extended three weeks - the total number of weeks to be 26 weeks.

That the tuition for instruction in the Evening School, Art Department, be paid in two installments -

October, at registration	- \$ 30.
January 1st	- 15.

The monthly bills were passed and forwarded for the approval of the Board of Trustees.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction April 7, 1932.

Present: Mr. Jenks, Acting Chairman, Mrs. Patterson, Mrs. Meigs, Miss Smith, Mrs. Logan, Mr. Brown.

A group of work from the Decorative Design class was shown. The arrangements for the Fashion Show were discussed. A group of work from the Advertising Design class was shown in the exhibition hall. Mr. Brown presented several pieces of silk and velvet, gifts from manufacturers in France to the Textile department.

The statements and vouchers for the expenses of the month were presented and approved.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction May 5, 1932.

Present: Mr. Price, Chairman, Mrs. Patterson, Mrs. Nichols, Mrs. Logan, Miss Smith, Mr. Jenks, Mr. Stokes, Mr. Mitchell.

Two exhibitions were viewed as part of the report of the school: one, a group of work from the drawing classes, showing in arrangement the development of drawing in all phases from the first-year class to the last-year class; the other exhibition that of the Saturday Morning Junior Classes.

There was a brief review of the survey of the possibilities of registration for the term 1932-1933.

Mr. Mitchell presented a number of products from the Textile Department research work. A check of \$200. from Mr. Joseph Strock accepted with appreciation for the expenses of the Textile Department.

The meeting adjourned.



Edmondson Hussey,
Secretary.

Meeting of the Committee on Instruction October 6, 1932.

Present: Mr. Price, Chairman, Mrs. Coke, Mrs. Rhoads, Miss Smith, Mrs. Patterson, Mrs. Meigs, Mrs. Logan, Mr. Stokes, Mr. Jenks.

The Chairman introduced the Acting Principal, who spoke briefly of his satisfaction with the general educational policies of the School and his intention to watch the work under its own momentum before suggesting any changes.

He reported a probable shrinkage of income of about \$6500 below the June estimate, and proposed economies in the budget to meet the conditions.

The following resolutions were passed:

1. On motion duly seconded it was resolved to recommend to the Board of Trustees that the salary for Mrs. Evelyn Pennegar be fixed at \$1900 a year and for Miss Cynthia Iliff at \$1500 a year on the Day School faculty.

2. On motion duly seconded it was resolved to recommend to the Board of Trustees that the pay for Miss Natalie E. Disston, secretary to the Acting Principal, be fixed at \$90 a month and for Mrs. Rebecca Gumbes, for service in the office, at \$40 a week.

3. On motion duly seconded it was resolved to recommend to the Board of Trustees that part-time pay for the Day School, the Evening School and the Saturday School be authorized for the totals given in the budget estimate of October 4th if needed.

4. On motion duly seconded it was resolved to recommend to the Board of Trustees that payment be authorized to the University of Pennsylvania of \$25 tuition for each student taking a course in psychology, as required in the State regulations for teacher training.

All of these sums are covered in the budget estimate submitted to the President by the Acting Principal, October 4, 1932.

The meeting adjourned.

Rositer Howard

Rositer Howard
Acting Principal

Statement of the registration November 1
for the terms 1931-1932 and 1932-1933:

<u>Art Day Classes</u>	<u>1932-1933</u>	<u>1931-1932</u>	
Preparatory Class	111	139	
Second Year "	100	118	
Third Year "	73	74	
Fourth Year "	63	71	
Special Students	<u>49</u>	<u>40</u>	
	396	442	- 10 $\frac{1}{8}$ %

Textile Day Classes

First Year Class	40	39
Second Year Class	37	33
Third Year Class	19	16
Special Students	0	1
	<u>96</u>	<u>89</u>

Art Evening Classes	123	169
Art Saturday " (Adult)	33	38
Art " " (Junior)	118	154
Textile Evening Classes	158	188

Art Department	670	803	
Textile Department	<u>254</u>	<u>277</u>	
Total-----	924	1080	- 14 $\frac{1}{8}$ %



Meeting of the Committee on Instruction November 5, 1952.

Present: Mr. Price, Chairman, Mr. Stokes, Mr. Brown, Mrs. Weigs, Mrs. Coxe, Mrs. Broadis, Mr. Jenks.

The Principal spoke of the granting of degrees. Mr. Brown presented material of the Textile School research last summer.

The following resolutions were passed:

1. On motion duly seconded it was resolved to recommend to the Board of Trustees that they authorize the following refunds to students:

Natalie M. Rinker

Attended two evenings

Paid \$50.00

Reason: Has secured a position which makes it impossible to attend in evening

Refund recommended----- \$25.00

Denaris Cherry

Attended five evenings

Paid \$50.00

Reason: Poor health and financial reverses

Refund recommended----- \$25.00

Maxine Travits

Attended one Saturday

Paid \$10.00

Reason: Child cannot adjust herself to this work

Refund recommended----- \$10.00

2. On motion duly seconded it was resolved to recommend to the Board of Trustees that they authorize the Principal to permit the following five students to take their senior course in illustration after their graduation in 1953 without further payment to the School, on the ground that these students registered for a course in decorative design which was withdrawn this year, making it necessary for the students to change their major subject to illustration, taking third year illustration in their senior year without provision for their senior course in illustration:

Howard Dampman

Edwin Loffses

Paul Hoffmaster

Lela Morton

Helen Landers

3. On motion duly seconded it was resolved to recommend to the Board of Trustees that they approve the vouchers for October, 1952, as presented by the Assistant Treasurer.

The meeting adjourned.

Rossiter Howard

Rossiter Howard
Acting Principal

.. Meeting of the Committee on Instruction December 1, 1932.

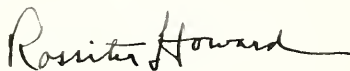
Present: Mr. Price, Chairman, Mrs. Nichols, Mr. Stokes, Mr. Mitchell, Mr. Brown, Mrs. Coxe, Mrs. Rhoads, Mr. Jenks.

The acting principal reported that the State Department of Education is urging the School to adapt its courses to the state requirements for teacher training, involving the granting of a degree. There followed some discussion of the possibility of four and five year plans, independently and in co-operation with the University of Pennsylvania.

The following matters were approved and referred to the Board of Trustees for action:

1. Monthly vouchers approved.
2. Payments to teachers which had in previous years been made without showing on the budgeted pay roll, and aggregating for this year \$1814.30 without increase over last year of any teacher's pay, were approved as additions to the budgeted pay roll.
3. Loans to students were approved to be made from the Revolving Loan Fund and not to exceed \$1270.00.

The meeting adjourned.



Rossiter Howard
Acting Principal

Meeting of the Committee on Instruction January 5, 1933.

Present: Mrs. Patterson, Mrs. Nichols, Mrs. Coxe, Mrs. Rhoads, Mr. Mitchell, Mr. Price, Chairman.

In the absence of the Chairman, Mrs. Prentiss Nichols was elected temporary chairman, but the Chairman arrived to preside before any business had been transacted.

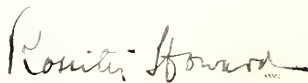
The following resolutions were passed:

1. On motion duly seconded it was resolved to approve in principle the plan presented by the Acting Principal for a five-year course in industrial arts in cooperation with the University of Pennsylvania, analogous to the present coordinated course of the University and the Pennsylvania Academy of Fine Arts, leading to a degree of Bachelor of Fine Arts, the course to comprise about two-fifths of work at the University, in liberal arts and lectures in fine arts, and about three-fifths of School work, it being understood that the projected course should in no way impair the proficiency of training as at present provided by the School.

2. On motion duly seconded it was resolved to recommend to the Board of Trustees that they approve the vouchers for December, 1932, as presented by the Assistant Treasurer.

Mr. Mitchell reported on the Textile School for Mr. France.

The meeting adjourned.



Rossiter Howard
Acting Principal

Meeting of the Committee on Instruction - February 2, 1933.

Present: Mr. Stokes, Mrs. Nichols, Mrs. Cox, Mr. Mitchell, Mr. Brown, Mrs. Patterson, Mrs. Rhoads, Mrs. Logan, Mr. Jenks.

Mr. Stokes took the chair. He spoke of the loss to the School in the death of Mr. Price and said that, unless the Committee wished otherwise, a resolution would be prepared to be adopted by the Board of Trustees and the committees concurrently.

The following four resolutions were adopted:

1. On motion duly seconded it was resolved to recommend to the Board of Trustees that tuition for the Day School be paid regularly in two equal instalments of \$125.00 before the opening of the first and second semesters, respectively.

The Acting Principal reported that the plan for a five-year course in Interior Design which had been approved in principle by the Committee and by the Board of Trustees had been approved by the faculties of the School of Fine Arts of the University of Pennsylvania and the School, and he presented a plan of administration.

2. On motion duly seconded it was resolved to recommend to the Board of Trustees that they approve the plan of administration as follows: Each student electing the course shall matriculate both at the School and at the University and shall thereafter pay for tuition in the School at the rate of \$25.00 per half-day per year, and at the University at the rate of \$11.50 per semester hour, making the following payments:

First Year:

School	5 half-days at \$25	\$125.00	
University	22 s.c. at \$11.50	\$255.00	
	Total tuition	\$378.00	
	Matriculation, Sch.	10.00	
	" Univ.	<u>10.00</u>	
	Total	\$398.00	\$398.00

Second Year:

School	8 half-days at \$25	\$200.00	
University	12 s.c. at \$11.50	\$138.00	
	Total tuition	\$538.00	\$538.00

Third Year:

School	8 half-days at \$25	\$200.00	
University	12 s.c. at \$11.50	\$138.00	
	Total tuition	\$338.00	\$338.00

Fourth Year:

School	9 half-days at \$25		\$225.00	
University	8 s.c. at \$11.50		<u>92.00</u>	
	Total tuition		\$317.00	\$317.00

Fifth Year:

School	full term at \$250		\$250.00	
University	4 s.c. at \$11.50		<u>46.00</u>	
	Total tuition		\$296.00	\$296.00

TOTAL TUITION FOR 5 YEARS \$1687.00

The Acting Principal presented a plan for a five-year course in Teacher Training to be negotiated with the School of Education of the University of Pennsylvania, the Dean and the Chairman of the Curriculum Committee having already approved in principle the plan which is analogous to the five-year course in Interior Design. The state Art Director at Harrisburg has said informally that he considers some such plan the best way of satisfying the state requirements for art teachers, who must have a degree covering some liberal education, adequate training as teachers, and a knowledge of their subject.

3. On motion duly seconded it was resolved to recommend to the Board of Trustees that they approve a coordinated five-year course in Teacher Training to be negotiated with the School of Education of the University of Pennsylvania, covering the requirements of the State Department of Instruction, and affording adequate training in art, the course to be submitted in its final form, with the plan of administration, to the Committee on Instruction and to the Board of Trustees.

4. On motion duly seconded it was resolved to recommend to the Board of Trustees that they approve the vouchers for January, 1933, as presented by the Assistant Treasurer.

The meeting adjourned.

Rosetta Howard
Acting Principal

Meeting of the Committee on Instruction - March 2nd, 1933.

The stated monthly meeting of the Committee on Instruction was held Thursday, March 2, 1933.

Present: Mr. Stokes, in the chair, Mrs. Cox, Mr. Jenks, Mrs. Logan, Mrs. Meigs, Mr. Mitchell, Mrs. Nichols, Mrs. Patterson and Mrs. Rhoads.

The Acting Principal's report was read and upon motion, duly seconded, the following resolutions were adopted:

1. Resolved to put into immediate effect the reduction in wages of Mr. Wence, janitors and helpers of the art department in accordance with the schedule submitted. Reducing the school's budget some \$4,500.
2. Resolved that \$162. a year pension be given to Mr. Chestnut, in reward for his faithful service to begin at the time of his retirement.
3. That the Committee was in favor of the plan submitted for reducing the budget by equalizing the salaries of the instructors of the Art Department and where dismissals are necessary that the younger teachers who have been brought here as helpers and assistants be dismissed. The more mature instructors of longer standing to double up and take on extra work without increase of pay.
4. Resolved that a course in mechanical drawing and perspective be introduced in the preparatory year on Saturday morning. Mr. Zieget to take care of this work until such time as the budget will allow adding to its staff an instructor competent to teach this subject.
5. Resolved that we include in our curriculum a five year Teacher Training cooperative course between the School of Industrial Art and the University of Pennsylvania, leading to a degree. That we continue with our present four year course, certificated by the Board of Education of Pennsylvania and to study the situation that would later lead to this School awarding its own degree recognized by the State.
6. Resolved that the Acting Principal be allowed to make loans, not exceeding all together \$800., to students of the Art Department, from the Student Loan Fund.
7. Resolved that William Swallow, second year student in the Art Department, be credited with \$50. paid for this year tuition towards his tuition for next fall.

8. Resolved that the fee paid by the University of Pennsylvania for those students entering our school from the University (School of Fine Arts) on February, 1st be \$15. per half day instead of the full fee of \$25. paid by those entering in October.

Mr. Mitchell read a letter giving a report on The Textile School. It was suggested that Mr. France be asked to read his own report at the April Meeting.

The meeting then adjourned.

Edward Warwick
Edward Warwick,
Acting Principal.

MEETING OF THE COMMITTEE ON INSTRUCTION, April, 6, 1933.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Thursday, April 6th, 1933 at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Nichols, Mrs. Rhoads, and Messrs. Brown and Jenks and the Principal.

The first matter given consideration by the Principal in his monthly report was the question of balancing the Art School budget for the next scholastic year. He pointed out that in order to balance the budget it was necessary to reduce the amount annually allocated to salaries of the faculty of the Art School. He recommended that this amount could be reduced by dropping a few of the younger instructors and by having the remaining instructors take over this work and in some cases by cutting salaries to equalize compensation received by teachers doing comparable work.

After careful consideration of the various items making up this serious and important part of balancing the Art School budget, upon motion, duly seconded, the following resolutions were adopted:

Resolved that the pension of Miss Helen Fox, be reduced from \$1,800. per annum to \$1,000. per annum.

Resolved that the budget of estimated receipts and expenditures submitted by the Principal be approved with the exception that the Principal be directed to secure, if possible, the services of an instructor in the Furniture Design Class, so as to relieve him of this school room duty.

Mr. Warwick reported that certain of the Art School departments were very much in need of equipment for the effective carrying on of the work of the School. He recommended that the following equipment be secured:

For the Advertising Design Course: An Ansco Memo
Camera for use in
the new phase of
advertising design
of which Mr. Brodovitch
is a leading exponent.
The total cost is
\$42.50

For the course of Wood-work
and Joinery:

A motor driven drill press
which can be used for many
purposes.

The Principal said that many of our students come to us from preparatory schools having wood-working shops far better equipped than our own wood-working department. The purchase of such a drill press would go a long way toward bringing the equipment of this department up to the standard that would meet the requirements of a professional school. The cost of such a drill press is \$65.

Upon motion, duly seconded, it was recommended that the Principal be authorized to purchase an Ansco Memo Camera and Projector for the Advertising Design Course for \$42.50 and a Drill Press for the Wood-working and Joinery Course for \$65., total payment of \$107.50 to be made from the John T. Morris Fund.

The Principal then discussed the necessity of building up the library to meet the ever increasing needs of the students of the Art Department, pointing out that the library is deficient in books on illustration, on technical books in relation to figure drawing and portraiture, on Interior Decoration and on Contemporary Art.

Upon motion, duly seconded, it was recommended that the following books be secured at a total cost of \$247.50, payment to be made from the John T. Morris Fund.

Mr. Oakley of the Illustration Class requests the following:

Odyssey	Homer	Illustrated by Russell Flint	5.00
Moby Dick	Melville	" " Rockwell Kent	3.50
N. by E.		" " "	3.50
Twilight Land	Pyle	" " Howard Pyle	1.50
Voyages des Grand Navigateurs		" " Edward LeGrand	5.00
Life and Works of Winslow Homer			7.50
Frank Brangwyne and His Works			10.00
Pablo de Sergoria	Vierge		3.00
Don Quixote		" " Dore	
Scope of Various Quills		Howard Pyle	2.50

Miss Hall requests:

The Technique of Pencil Drawings	Burrough Johnson	6.00
Figure Drawing and Portraiture	" "	3.00
Life Drawings	Bridgemen	5.50
Book of Hands	"	5.50

Mr. Copeland of the Interior Decoration and Furniture Course requests:

Domestic Architecture and Old Furniture	Murray-Adam-Acton	10.00
Ancient Furniture		29.00
Contemporary Art		
Dans Nouivilles des Theatres	\$50 less 20%	40.00
Les Animaul 5 Vol.	37.50	25.00
Sculpture Modern -H. Rapin	3 volumes 7.50	22.50
Horizons- Norman De Geddes	(Weylie)	4.75
Interieurs au Salon des Artistes Decorateurs, Paris, 1932		10.00
H. Clouzot-La Ferrounerie, Modern 3 volumes,	\$7.50	22.50
Reviere Portfolios Murals		10.00
L'Art Decoratif Francais Deuxieme-Leon Deshairs, Paris		12.00

The Lecture Hall, Mr. Warwick said, is badly in need of modern equipment to carry on school lecture work. The present screen is a roller screen - old and rumpled - and should be placed by a permanent one. A new light should be installed on the lecture desk as well as a small time clock and a mirror. A flashing system from the Lecturer to the operator of the slides should also be installed. He estimated that the total cost of making these changes would amount to approximately \$50.

Upon motion, duly seconded, it was resolved to approve the changes in the Lecture Hall, recommended by the Principal at an approximate cost of \$50., payment to be made from the John T. Morris Fund.

Mr. Warwick submitted for the consideration of the Committee the question of providing smoking rooms in the school building. He pointed out that in times like these it is more or less the general custom for persons of the age of our students to smoke; the question of providing a suitable place where this privilege may be exercised should be considered. At present, the only place they are supposed to smoke is in the courtyard but in cold and inclement weather, smoking is indulged in, in the laboratories, basements and locker rooms. The great danger attached to this practice is that when the student sees an instructor or janitor approach, he quickly throws the lighted cigarette away without regard to where it might land. Obviously the fire risk is greatly increased.

Upon motion, duly seconded, the following resolution was adopted: Resolved to recommend that the girls rest room be transferred to the faculty room and that the former be divided into two smoking rooms, one for the boy and the other for the girl students.

Mr. Warwick reported that Helen Dodge, a student in the Art Department, who had paid her last year's tuition and attended school from September 1927 to October 28, 1931 could not finish because of her mother's illness. She has to her credit \$86. for tuition paid for 1932-1933. Upon motion, duly seconded, it was recommended that the \$86. be credited to her tuition for the school year of 1933-1934.

Upon motion, duly seconded, the Principal was authorized to purchase a cabinet for Lantern Slides at a total cost of approximately \$165., payment to be made from the John T. Morris Fund.

The Principal then discussed a plan for a series of exhibitions to be given next year in the exhibition hall of the school. He planned to devote an entire series to the work of important alumni, pointing out that very few people realize the high standard of our graduates and the leading part they take in the field of industrial art. The exhibitions would begin with the John F. Braun Collection of Joseph Pennell's drawings followed by an exhibition comprising the works of such graduates as:

Nicola D'Ascenzo
 Samuel Yellin
 Park Edwards
 Henry Pitz
 Bob Crowthers
 Alexander Christy
 Williams and Cleaver, etc.

He plans to conclude the exhibitions with a general exhibition of the work of alumni in May, followed by the Annual Exhibition of the work of our students.

Upon the conclusion of Mr. Warwick's report the question of discipline was brought before the meeting. It was pointed out that as the majority of our students are being trained to enter the field of industrial art, they will come into immediate contact with the discipline of time. At present, it was disclosed, both student and instructor seem to come and go to their classes at their own convenience. It was the consensus of opinion that a School of Industrial Art is remiss if it does not give the student some idea of the restrictions imposed upon him when he leaves school and enters upon his professional work and that the best course in the matter of attendance is the one used in most colleges and universities, that of calling the roll.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be directed to issue the necessary instructions to members of the faculty and to the students that beginning at once, roll shall be called at 9 o'clock by the instructor in charge of the room or his assistant and a report

made to the office of the Principal of those who are absent and the the student who comes to school after 9:30 will have to get permission from the Principal's office to enter his class.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be directed to inform the members of the faculty that they are expected to be in their classes the entire time of the days for which they are engaged and that they are not permitted to leave the school during such days without the approval of the Principal.

The report of Mr. France, Director of the Textile School, was presented. Mr. France pointed out that the Textile School has introduced in the Night School a course in "Microscopy of Textile Fabrics" and that the school is continuing to give its students a thorough fundamental training in the textile field.

The Chairman reported that there were several vacancies in the Committee on Instruction and reported that he had approached Messrs. Charles Willing and Oscar E. Mertz with the idea of their becoming members of the Committee. It was the consensus of opinion that Mr. Willing and Mr. Mertz would be very acceptable members, and the Secretary was instructed to notify Mr. Willing and Mr. Mertz of their appointments.

Upon motion, duly seconded, it was resolved to recommend that the vouchers for the month of March, 1933, as presented by the Assistant Treasurer, be approved.

The meeting, upon motion, duly seconded, then adjourned.



SECRETARY.

MEETING OF THE COMMITTEE ON INSTRUCTION, May 4, 1933.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Thursday, May 4, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Logan, Mrs. Nichols, Mrs. Rhoads, Messrs. Borie, Jenks, Mertz, Willing and the Principal.

The minutes of the meeting held April 6, 1933 were approved.

The Principal reported that the books purchased by the money from the John T. Morris Fund had been placed upon a special shelf in the library. Those dealing with modern phase of industrial art caused a great deal of interest and have been consulted in large number by the students.

The general attendance to classes and better adherence to discipline are quite noticeable.

The Fashion Show was held at the Bankers' and Manufacturers' Club, April 20th, before crowded audiences. The Principal said that as he had been appointed quite late in the second part of the school year, there was little he could do beyond making the necessary arrangements for carrying the Fashion Show through as originally planned. He pointed out that, in his opinion, the occasion of the Fashion Show should be more than a mere display of costumes; that it should be dramatized in such a way as to make it an outstanding artistic achievement. To accomplish this, he intends to enlist the services of the various departments of the school to make the show a school project. A scenario will be worked out, the stage setting and lights decided upon, and a related musical programme selected. The Principal said that he would submit to the Committee a detailed report of his idea next Fall.

The catalogue of the School is well under way and should be ready for distribution in about ten days.

Every effort is being made to hold the attendance the School now has for next year and to increase it from outside sources. The Principal has had the instructors of the major classes meet with the first year class on successive mornings. At the first meeting he explained the general working design of the school. His talk was followed by instructors who explained the work as it was presented in their classes and the opportunities for gainful employment open to the student upon graduation.

The Annual Exhibition of the work of the Alumni of the School will be held in the exhibition rooms of the School beginning May 8th and will continue for two weeks. The Principal expressed the hope that this exhibition of the Alumni would become an annual affair of outstanding importance. He suggested that it would be advisable for the School to award a medal for outstanding work exhibited. If this were done, he said, he felt sure that the quality and selection of work offered would be greatly increased. As it is too late this year to consider awarding a medal, he suggested that a certificate be awarded for the best work shown.

Upon motion, duly seconded, the Principal was authorized and directed to award a certificate for the best work shown at the Annual Alumni Exhibition.

The Principal submitted a suggestion in regard to the Exhibition Rooms at the School. He pointed out that the present exhibition rooms were poorly decorated and poorly lighted and that a School of Industrial Art should have an exhibition room as attractively appointed as similar exhibition galleries in Philadelphia.

Upon motion, duly seconded, the Principal was directed to secure estimates of the cost to appoint properly the exhibition room at the School.

The Principal announced that there would not be as much money available for prizes as formerly. He suggested it would be advantageous to more students if the usual \$200. Scholarships awarded to students to attend the Summer School at Cape Cod were awarded to a number of students to visit the World's Fair at Chicago. From the latest advices from the Railroad Companies, a round trip can be made to the Fair for \$100., including all expense. An exhibition could be arranged in the Fall of the sketches done by the students who attended the Fair.

Upon motion, duly seconded, the Principal was authorized to consult with the members of the Associate Committee of Women, donor of two \$200. Scholarships, in regard to awarding \$100. prizes to students for trips to the World's Fair at Chicago.

Mr. Mitchell, in reporting for the Textile School, submitted a Budget of Estimated Receipts and Expenditures for the year 1933-1934. After careful consideration of the individual items making up the budget of the Textile School, it was, upon motion, duly seconded, approved.

Mr. Mitchell discussed the advisability of curtailing some of the activities of the Textile School in courses given in cotton weaving.

Upon motion, duly seconded, the following resolution was adopted:

MEETING OF THE COMMITTEE ON INSTRUCTION, June 22, 1933.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Thursday, June 22, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Cox, Mrs. Nichols, Mrs. Rhoads, Messrs. Borie, Jenks, Mertz, Zantzinger and the Principal.

The minutes of the meeting held May 3, 1933, were approved.

The Secretary read the Cash Report of the Assistant Treasurer for the month of May 1933 and for the fiscal year ending May 31, 1933, which were approved.

Upon motion, duly seconded, the vouchers for the month of May 1933, were approved for payment.

The Chairman announced that at the meeting of the Board Trustees held Monday, June 12, 1933, Mr. Edward Warwick was elected Principal of the School.

The Chairman submitted a letter from Mr. Alexey Brodovitch requesting financial assistance in regard to Mr. Brodovitch's proposed return to France for the purpose of reentering the United States upon a non-quota status.

Upon motion, duly seconded, the Principal was directed to notify Mr. Brodovitch that as soon as the French Government makes possible his return to France, the School will advance him one month's salary and will make him a loan of \$500. and upon notification from him from Paris that he has obtained the necessary permission to leave France in time to take up his duties here next Fall, the School will then be in funds and in a position to and will advance him two more month's salary. If, for any reason, Mr. Brodovitch is unsuccessful in obtaining permission to leave France, the Principal was directed to say that the Committee will not insist upon the repayment of the entire sum advanced but only for the loan of \$500.

The Principal reported that the certificate for the best work shown in the Alumni Show was awarded to Miriam Tindell Smith for her masks. In connection with the Alumni Show, great enthusiasm was shown by the Alumni and sincere good-will was expressed towards the School.

Estimates for decorating the Exhibition Room, authorized by the Board of Trustees, subject to the approval of the Committee on Instruction, were submitted by the Principal for consideration of the Committee.

Upon motion, duly seconded, the plans for decorating the Exhibition Room submitted by the Principal were approved and the Principal authorized to proceed with the work at a total cost not to exceed \$650., payment to be made from the John T. Morris Fund.

The attention of the Committee was called to the Annual Exhibition of students' work comprising, Drawing, Water Colour, Pen and Ink, Teacher Training, Advertising Design, Pottery, Woodwork, Jewelry, Painting, Modeling, Illustration, Costume Design and Interior Decoration.

The Principal announced that each year a student is engaged to take charge of the models for the Life Classes. This service requires considerable time of the student.

Upon motion, duly seconded, Mr. Frederick Rothermel was engaged to take charge of the models for the Life Classes, his compensation to be his tuition for the School year 1933-1934.

Mr. Curtis, in charge of the Course in Pottery has recommended, the Principal announced, that Mr. William Brown, a graduate of this year's class, be engaged to assist him in loading and firing the kilns, mixing slips and in doing work in like character which would require about a day and one-half time per week.

The Principal approved Mr. Curtis's recommendation, pointing out that if Mr. Brown were engaged, Mr. Curtis would be free to devote more time to lecturing and coordinating the Course in Pottery with the Courses in Design, Interior Decorating, Jewelry and Modeling.

Upon motion, duly seconded, Mr. William Brown was appointed to assist Mr. Curtis in the Course in Pottery, his compensation to be the privilege of attending certain classes in the School.

Mr. Brodovitch has consulted the Principal in regard to appointing Mr. Robert Ward to assist in the Advertising Design Course next year for three days a week. Mr. Ward is willing to undertake this work for \$15. a week or a total compensation of \$500. a year. The Principal pointed out, that while this item was not included in the Budget approved by the Committee and by the Board of Trustees, he recommended the appointment of Mr. Ward as there was a greater surplus in the School Budget for the year just ended than had been anticipated when making up the budget for the year 1933-1934.

Upon motion, duly seconded, Mr. Robert Ward was appointed to assist Mr. Brodovitch in the Advertising Design Course, three days a week, at a salary of \$500. for the School year.

The Principal announced that he was considering three applications for the appointment of Instructor in Furniture Design Course, authorized by the Committee and the Board of Trustees. He said he wished to give the matter further consideration before

definitely deciding on one of them.

Upon motion, duly seconded, the Principal was directed to secure an Instructor in Furniture Design Course whom he thought would fill the requirements most acceptably.

The Principal reported that a provision was made in the Budget for \$500. for night work in Life Drawing. As this work will now be undertaken by Mr. McLellan at no cost to the School, he recommended that the salary of Mrs. Evelyn Pennegar, who is in charge of the Teacher Training, be increased \$500. because of the extra work she must undertake in connection with the coordinated course in Teacher Training Course with the University of Pennsylvania.

On motion, duly seconded, Mrs. Evelyn Pennegar's yearly salary was increased from \$1,900. to \$2,400. from June 1, 1933.

The matter of awarding Scholarships was next discussed. The Principal reported that Scholarships are not for the full amount of the tuition and are awarded to students who are in great economic need of this assistance and who have done meritorious work at the School. No Scholarships are awarded to students entering the School for the first time. Members of the faculty are consulted so as to arrive at the most worthy student in need of such assistance.

Upon motion, duly seconded, the Principal was authorized to award scholarships to such students as in his judgment were most deserving and in need of such financial assistance.

The question of the day of holding the meetings of the Committee on Instruction was then discussed. It developed that at least two of the members of the Committee have engagements on the fourth Thursday of the month and could not attend future meetings of the Committee unless another day for the meeting was selected.

Upon motion, duly seconded, it was resolved that the meetings of the Committee on Instruction be held on the fourth Wednesday of the month except the months of July and August.

The Chairman submitted the resignation of Mr. Brown as a member of the Committee on Instruction.

Upon motion, duly seconded, the resignation of Mr. Brown was accepted with sincere regret.

The Chairman announced that there was a vacancy existing on the Committee and suggested Mr. Stanley Hart be appointed to fill this vacancy. It was the sense of the meeting that Mr. Hart would make an acceptable member.

On motion, duly seconded, the meeting adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
September 27, 1933.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 27th, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Rhoads, Messrs. Jenks, Hart, Zantzing and the Principal.

The Chairman reported the appointment of Mr. Stanley Hart as a member of the Committee on Instruction.

The minutes of the meeting held June 22, 1933, were approved.

The vouchers showing payments made from June 1 to August 31, 1933, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the three months' period, June 1 to August 31, 1933 was read and ordered to be filed.

The Principal reported that in balancing the School Budget last June for the School year 1933-1934, it was estimated that there would be a decrease in attendance of approximately 20%. This estimate was based, not only upon the financial conditions now prevailing, but also upon the fact that the number of scholarships to be awarded to the School by the Department of Education of the City of Philadelphia were cut in half. Instead of receiving twenty eight City Scholarships for the year, the School will not receive more than twelve. The rate of registration to date is such that not only will the School receive in tuition the amount of income estimated but possibly an amount almost equal to that of last year.

The Principal submitted the following table showing the registration as of September 26th, 1932 and the registration as of September 25th, 1933.

Art Day Classes

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>	<u>Part-time</u>	<u>Total</u>
1933	93	87	79	68	12	339
1932	101	92	65	58	10	326

Textile Day Classes

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>Total</u>
1933	33	30	16	79
1932	40	36	20	96

It will be recalled, the Principal said, that the Committee on Instruction voted last June to make a change in the personnel of the Costume Design Course. Miss Baird and Miss West were notified that they were not to be re-engaged for this academic year. In June, the Principal was successful in securing the services of Miss Althea Lilian Rickert, Assistant to the President of William Openhym and Co. of New York, to serve in the capacity of Supervising Head of the Costume Design Course and Miss Hilda L. Orth as her associate and Miss Emily Raffels as Miss Orth's assistant.

Miss Rickert will be the New York advisor. She will keep Miss Orth informed of the latest style developments from New York and Paris, and will come to the School the last Monday of each month to criticize and pass on the work of the students. Miss Rickert will also write a report to Miss Orth each week as to the latest developments in the fashion world. Miss Orth, selected by Miss Rickert and the Principal, from a number of candidates, will head the department under Miss Rickert's supervision.

Miss Raffels, a member of the 1931 class of the School, who has gained recognition in the field of design in New York, will be Miss Orth's assistant.

In commenting on the qualifications of the instructors of the new Costume Design Course, the Principal pointed out that Miss Rickert was a graduate of Smith College with a degree of B. A. and of the University of Chicago with the degree of M. A. where she majored in textiles. Her academic experience includes being head of the English Department of the Friends' School in Washington. For four years she was Advertising Manager, Publicity and Sales Director for Department Stores and Chain Stores. She was Fashion Director for L. Bamberger and Company and Arnold Constable. She was buyer for "Carolyn Modes", a National Trade Marked Dress for Women and Misses and Head Designer for "Garland Dress". Simultaneously with the above experience, Miss Rickert has been President of National Style Council and a member of the Style Committee of Wool Institute, of Silk Association, of Cotton Institute, of National Retail Dry Goods Association and of Textile Color Card. The School will obtain the services of Miss Rickert, as outlined above, for \$900. for the academic year.

Miss Orth attended the Detroit Art Schools and the Traphagen School of Fashion. For several years she was head of the Vogue Pattern Service and Director of Dressmaking charts. Her academic experience comprises being instructor of Dressmaking of the Y. W. C. A. of Stanford Conn., and as head of the Costume Design Department of the Traphagen School of Fashion from which position she came to the School. She has also done considerable work as a free lance in fashion illustration. Miss Orth will teach four and one-half days and two nights a week for \$2,700.

Miss Emily Raffels, assistant to Miss Orth, upon her graduation from the School in 1931, took a position with Storyk Brothers as Dress Designer. Shw was with Best and Company, Sales Department, both in New York and Atlantic City. Later she had her own studio in Philadelphia where she designed dresses for New York Manufacturers and did custom dressmaking. Miss Raffels will teach four and one-half days and two nights a week for an annual salary of \$900.

The total amount of expenditure of the Costume Design Course, as reorganized, will amount to \$4,500. annually, the amount provided for in the Budget. This amount compares favorably with the Budget of \$5,250. provided in previous years for this same course with only two instructors.

Upon motion, duly seconded, the appointment of Miss Althea Lilian Rickert, Miss Hilda L. Orth and Miss Emily Raffels for the respective salaries outlined by the Principal were approved.

The other additions to the Faculty, as reported by the Principal, are as follows; Mr. Henry Pitz has been engaged to conduct a class in Imaginative Figure composition. Mr. Pitz has illustrated over sixty books and his work has appeared in the following magazines: St. Nicholas, John Martin's Book, Scribners, Good Housekeeping, Woman's Home Companion, Country Gentleman, American Boy, etc. His work is represented in the collections of the Los Angeles Museum, the New York Public Library and the Vanderpool Galleries in Chicago. Mr. Pitz, who will teach one day a week, will receive an annual salary of \$990. Mr. Pitz's appointment and salary were approved by the Committee and by the Board at their respective June meetings.

Mr. Clyde Shuler, whose appointment and salary were also approved at the June meeting, has taken over the class in Pageantry and Stage Craft. Mr. Shuler will have charge of the designing and general arrangements of the Fashion Show. Mr. Shuler comes to the School with the following achievements to his credit: After graduating from the School of Industrial Art, he studied architecture at the Beaux Arts in Philadelphia. He was employed by William Price in connection with the designing and building of the Hotel Traymore, Atlantic City. For several years he was engaged in the Interior Decoration Department in John Wanamaker Department Store. Mr. Shuler worked with Ralph Bencker, assisting in the designing of Rittenhouse Plaza Hotel Apartments, innumerable Office and Bank Buildings Horn and Hardart Restaurants, Pennsylvania Building, Sesqui centennial, N. W. Ayer Co. Building, Phila. State Theatre Building, etc. Recently he has done special styling in industrial design and interior design in the contemporary style.

He has always been a student of the contemporary theatre, devising shadow plays in pure color which were produced in Philadelphia and elsewhere. He has written, coordinated, designed and directed small productions: staged and produced pantomimes with dancers, designing, lighting, choregraphy, etc. Mr. Shuler will teach one day a week at an annual salary of \$990.

The Committee on Instruction and Board of Trustees had directed that the Principal secure the services of an Instructor in Furniture Design. The Principal reported that he had been successful in obtaining the services of Mr. Edwin Austin Walton for the position at an annual salary of \$495. for one day a week. Mr. Walton worked for three years with Mantle Fielding, an architect, remodeling old houses. He was employed by J. B. Van Sciver and Company designing both furniture and interiors. He served as a decorator for C. A. Doring Furniture Company and was with Mr. Mowitz for three years designing every grade and type of furniture for factory production as well as special work for hotels and colleges. He has also done free lance designing for a number of factories in Pennsylvania and North Carolina.

Upon motion, duly seconded, it was recommended to the Board of Trustees that Mr. Walton's salary of \$495. for teaching the course in Furniture Design be approved.

Encouraged by the way the registration was progressing, the Principal reported that he had taken up with the Chairman the matter of securing the services of Mr. Earl Horter to teach the subject of pencil rendering and composition. The Principal said that the value of Mr. Horter on the School Staff could hardly be over-estimated, not only on account of the position he holds as an artist, but because of his proven ability as a teacher. Mr. Horter is represented in the Whitney Museum of Modern Art, the Chicago Art Institute and the Pennsylvania Academy of the Fine Arts. Mr. Horter, in outlining his course to the Principal, informed him that he could give the student the classic art as far as they wished to go and the modern as much as they can stand. Mr. Horter has been engaged to teach one-half day a week at an annual salary of \$495.

Upon motion, duly seconded, it was resolved to recommend to the Board of Trustees the appointment of Mr. Earl Horter for one-half day a week at a yearly salary rate of \$495.

The Course in Instrumental Drawing and Perspective, introduced in the Preparatory Class this year, is being taught by Mr. Zieget. As the Preparatory Class numbers nearly 100, it was found necessary to divide the course into two sections. This division of the class not only limits the time but brought up new considerations. The Principal

that he had spoken to Mr. Stokes about this situation and it was decided to have Mr. Zieget teach instrumental drawing to one section and procure the services of Mr. Walton to teach the course in mechanical and free-hand perspective to the other section.

At the end of the first semester the sections will alternate, those who have completed the instrumental drawing with Mr. Zieget will go to Mr. Walton and vice versa.

The Principal said he can procure the services of Mr. Walton for this course at an annual compensation of \$330. for the school year. This item of expense is not included in the budget but it is within the income we will receive this year due to increased registration.

Upon motion, duly seconded, it was resolved to recommend to the Board that Mr. Edwin Austin Walton be engaged to teach the course in mechanical and freehand perspective at a salary of \$330. for the school year.

The Principal next discussed plans for the Night School. He pointed out that the attendance and tuition for the Night School had fallen off since the year of 1929-1930 as follows:

	<u>1929-1930</u>	<u>1930-1931</u>	<u>1931-1932</u>	<u>1932-1933</u>
Tuition	\$11,612.	\$10,059.	\$7,931.	\$5,500.
Attendance	257	227	176	130

Every effort is being made to build up the Night School courses to meet the present day demands in art as related to industry. If the School is successful in this venture, the attendance in the Evening School should be materially increased.

Besides the usual instruction in drawing, life, modeling, etc., the Principal announced that he had provided three carefully designed courses for the night students as explained in School advertisement, the beginning of which is as follows:

"Instruction in art as related to industry to meet the needs of our Twentieth Century industrial life and present conditions is given in evening classes. Individuals can take courses designed to cover just what they need to progress in the Industrial Art field. Personal instruction adapted to the needs of each beginner and advanced instruction to meet the requirements of those in professional life. Cost of courses has been adjusted to present day economy. Faculty members are outstanding in their fields and know intimately the present application of art to industry and its probable trends. A student in any of these courses will not only be instructed in the best art of the past and present but will be trained to meet the problems of the future."

In order to acquaint the public with the reorganization that has occurred, the Principal authorized the expenditure of \$200.84 for advertising in excess of the amount appropriated in the budget.

On motion, duly seconded, it was resolved to recommend to the Board of Trustees that the action of the Principal in authorizing the expenditure of \$200.84 in excess of the budget appropriation for advertising the Evening Classes, be approved.

The planning of courses in the Evening School has involved some additional expense, Mr. Rushton who was chosen to take care of the Beginners drawing in the Evening School, has taken additional work in the Life Class besides two afternoons of Fashion Illustration in the Day School without any increase in salary. The Fashion Illustration course was put into the curriculum at the last moment to hold the Costume Design students, many of whom refused to return to the School if they had to continue in the straight Costume Design Course. They had become discouraged with the instruction they had been receiving under Miss Baird and Miss West.

As Mr. Rushton has taken on this extra work without additional pay, the Principal said he would like to relieve him of his night work and substitute Mr. Merrick in the course of drawing in the Beginners Class of the Night School. This would entail an expense of \$420. for Mr. Merrick's services. The Principal also recommended that Mr. Rushton's salary be increased \$70. making his total yearly salary rate \$1,350.

On motion, duly seconded, it was resolved to recommend to the Board of Trustees that the sum of \$420. be paid Mr. Merrick for his services in teaching Beginners Drawing in the Evening School for the year 1933-1934 and that Mr. Rushton's annual salary rate be increased \$70.

The Principal recommended that Mr. Richard Klinges's salary be increased from \$7. to \$7.50 a week or a total yearly increase of \$26. to equalize his salary with instructors doing comparable work.

Upon motion, duly seconded, the recommendation was approved.

The Principal summarized the changes in the Budget submitted last June as follows:

Savings		
Miss Baird's salary	\$2,340.	
Miss West's salary	2,000.	
University of Pennsylvania		
Teacher Training	475.	
Mr. Pardi's salary	<u>561.</u>	
Total Savings		\$5,376.

The additional expenses not budgeted are as follows:

Additional Salaries

Mr. Klinges	\$ 26.	
Mr. Merrick	420.	
Mr. Rushton	70.	
Mrs. Pennegar	<u>500.</u>	\$1,016.

New Instructors

Miss Rickert	900.	
Miss Orth	2,700.	
Miss Raffels	900.	
Mr. Horter	495.	
Mr. Walton	325.	
Assistant Instructor in Advertising Design	<u>500.</u>	6,320.

Other Expenditures

Back payment due Miss Baird	875.	
Additional Advertising	<u>200.</u>	<u>1,075.</u>

Total Expenses not included in the Budget for 1933-1934 \$8,411.

The total additional expenditure not authorized by the Budget, in other words, amounts to \$3,035. As the estimated minimum additional income over that estimated last year will be \$6,000., it is obvious that these additional expenditures can be made without unbalancing the budget.

Mr. Brodovitch left in July for France. The Principal reported that he had returned September 19th and was admitted to the Country under the non-quota status. He can now become an American citizen. Mr. Brodovitch requested during the summer, the full advance of his salary, approved by the Committee.

Under ordinary circumstances he would not receive any salary until December 1st. Mr. Brodovitch requested, however, that he receive the balance of his salary, minus the \$500. loan, in nine monthly payments, which will be at the rate of \$236. a month.

On motion, duly seconded, it was decided that Mr. Brodovitch's request for the balance of his salary be paid at the rate of \$236. a month be approved.

The Principal then discussed the exhibition room. During the process of restoration, authorized by the Committee and the Board of Trustees, certain problems arose that involved the spending of more money than was allotted. Part of the difficulty lay in the fact that from the time the estimates were submitted to the Committee on Instruction to the time of placing the orders, materials had advanced in price about 20%. The original allotment

was not to exceed \$650. but the additional expenditure involved, including a new ceiling, brought the total to \$721.35, an excess of \$71.35. As there is enough income in the John T. Morris Fund Income to cover this expenditure, the Principal asked the approval of this additional expense.

On motion, duly seconded, it was resolved to recommend that the action of the Principal in expending \$71.35 in excess of the original allotment of \$650. for re-decorating the Exhibition Room, be approved, and that the payment be made from the John T. Morris Fund Income.

The Chairman announced that in notifying Miss Baird that she would not be engaged for the present academic year, it was discovered that a back payment was due her of \$875. which payment, the Chairman said, he directed the Assistant Treasurer to pay.

Upon motion, duly seconded, it was resolved to approve the action of the Chairman in authorizing the back payment of \$875. to Miss Rose A. Baird.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION, Oct. 25, 1933

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 25, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Patterson, Mrs. Rhoads, Messrs. Borie, D'Ascenzo, Jenks, Hart, Mertz and Willing.

The minutes of the meeting of the Committee on Instruction held September 27th, were approved.

The vouchers showing payments made from September 1 to October 1, 1933, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the month of September, 1933 was read and ordered to be filed.

In the absence of Mr. Warwick, the Principal, who was serving on the Jury for judging miniatures for the 32nd Annual Exhibition of Pennsylvania Society of Miniature Painters, the Principal's report was read by the Secretary. The Principal stated that arrangements have been made with 42 students for the payment of their tuition in installments for the first semester, 1933-1934. At the beginning of the School year the maximum amount of tuition not paid was \$4,936.50. The Assistant Treasurer has collected to date \$2,895.50 which leaves a balance of \$2,091. This balance, with the exception of \$30., is payable on or before December 15th, 1933.

At this time last year, the School had advanced to students from the Student Loan Fund \$2,455. or \$364. more than the School has agreed to accept in installments. This year there has been no such loans made. The original amount of the Student Loan Fund was \$6,000. Last year at this time the Fund amounted to approximately \$2,500. By March first of this year, the entire Fund was exhausted. The Principal reported that the Assistant Treasurer has been able to collect \$1,441. in back tuition fees, which amount has been added to the fund.

Upon motion, duly seconded, the Committee approved the arrangements made with the 42 students for the payment of their tuition in installments for the first semester, 1933-1934.

The following students have been registered without payment of tuition, subject to the approval of the Committee:

Kathryn Hunt has been granted a Scholarship of \$250. and Douglas Warner has been granted a Scholarship of \$240., upon the request of the Governor of Pennsylvania. It will be necessary to reimburse the School for these tuition fees.

Four of the students now holding \$150. scholarships at the School from the Board of Education of Philadelphia cannot raise the money to pay the balance of their tuition fees. In a conference with Mr. Stokes, it was decided to try and make arrangements whereby the student will retain his City Scholarship and pay as much as he can of the \$100. Funds to the amount of \$250. will be needed to cover these payments:

Miriam Brown	Can Pay	\$50.	Short	\$50.	
Morris Guariglia	"	Nothing	"	100.	
Helen Nagy	"	50.	"	50.	
Horatio Forjohn	Paid	50.	"	<u>50.</u>	\$250

The total amount of funds necessary to make up the balance of the tuition fees for students registered amounts to \$740. This sum may be paid by one of the following arrangements: First, and preferably, to raise this amount by voluntary contributions outside the School. Second: Transfer the \$740. from the Student Loan Fund, reducing this fund to \$700. Third: Transferring \$740. from the probable school surplus to tuition fee payments. This method is not recommended for a number of reasons. In the first place, the probable surplus is established from tuitions paid by students. Making up the payments from these tuition fees amounts, in effect, to a tax on the paying students. Second, this method opens a door to a great many abuses, encouraging the registration of a great number of students who would allege that they cannot pay the tuition. The Principal thought that this arrangement would have a demoralizing effect on the student who does pay, and would discourage early registration. He strongly recommended against this procedure. Both the Assistant Treasurer and the Secretary feel about this as the Principal does.

Upon motion, duly seconded, it was resolved to recommend that the \$740. necessary to pay the tuition of the six students registered in the Art School be transferred from the Student Loan Fund.

The following students have requested refunds on tuition paid: Jack Lewis, who attended the School three days, requests a refund of \$57. Charles Maleson, who attended the School nine days, requests refund of \$52.

Upon motion, duly seconded, it was resolved to recommend that a refund of \$57. be granted Jack Lewis who attended the Art School three days and a refund of \$52. be granted Charles Maleson who attended the Art School nine days.

As reported last year, in order to balance the budget, many of the Instructors took larger classes as well as extra time at the same salary. This was done on the basis of a 20% decrease in attendance. Instead of so great a decrease

in attendance, the School has approximately the same registration at this time as it had last year. In most instances, doubling up of the classes has worked to good advantage.

In the case of Miss Hall, however, many of her classes are larger than she could possibly manage adequately. On Tuesday she has 38 students in the morning and 42 in the afternoon; on Friday she has 90 students in the morning and 65 in the afternoon and on Saturday morning she has 75 students.

In order to relieve Miss Hall of this great teaching responsibility and at the same time provide adequate instruction to the students, the Principal was forced to provide Miss Hall with an Assistant. Miss Grace Norcross, a graduate of the School is at present assisting Miss Hall all day Tuesday and Friday, and Saturday morning at an annual salary rate of \$500.

Upon motion, duly seconded, it was resolved to recommend to the Board of Trustees, the appointment of Miss Grace Norcross as assistant to Miss Hall, instructor in Drawing, at an annual salary rate of \$500.

The Principal reported that Mr. Earl Horter, now on the School Staff, was having an exhibition of his Etchings, Aquatints and Drawings at the Print Club. Mr. Bonte, the Art Critic of the Philadelphia Inquirer in writing of the exhibition said: "Earl Horter in the estimation of many, is Philadelphia's foremost worker in the Graphic Arts."

The Principal announced that five students, graduates of the Advertising Design Course, have obtained positions with the N. W. Ayer Advertising Agency.

The Principal submitted an estimate of reconditioning the Lecture Hall of the School. He pointed out that the Lecture Hall serves very inadequately its purpose through improper ventilation and badly designed lights. The entire Lecture Hall could be reconditioned to serve its purpose adequately at a cost of approximately \$1,200.

Upon motion, duly seconded, the plans for reconditioning the Lecture Hall were laid on the table until the next meeting of the Committee on Instruction.

The Principal submitted preliminary sketches for reconstructing the main Hall of the School. The consensus of opinion of the Committee was that the Hall of the School should be reconstructed and the Principal was instructed to consult with Messrs. Borie, Mertz, Willing and Zantzinger.

Upon motion, duly seconded, the meeting adjourned to view the exhibition of iron work by Samuel Yellin, which showing is now being held in the Exhibition Room of the School.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION.
Nov. 22, 1933

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, November 22, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Borg, Mrs. Logan, Mrs. Rhoads, Messrs. D'Ascenzo, Jenks, Hart, Hertz and Willing.

The minutes of the meeting of the Committee on Instruction held October 25, 1933, were approved as corrected.

The vouchers showing payments made from October 1 to November 1, 1933, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the month of October 1933, was read and ordered to be filed.

The Principal submitted the following table comparing the number of students registered as of November 21, 1932 with the number of students registered as of today:

	1932	1933
Art Day Classes	404	401
Art Evening Classes	126	163
Art Saturday Classes	157	154
Textile Day Classes	100	90
Textile Evening Classes	159	208

The proposed alterations for the Lecture Hall of the School, discussed at the October meeting, was brought before the Committee. The Principal reported that Mr. George C. A. Barbour, Superintendent of the Museum, had submitted an estimate for reconditioning the Lecture Hall, including adequate ventilation, at a total cost of \$1,220. This estimate included painting of the walls with Textone, installing a 4" tempered "Masonite Presdwood", floor, reducing the ceiling to an 18 feet height and providing fresh air intake from the basement through four ceiling registers in the new ceiling, with necessary ducts and syphon ventilators.

Upon motion, duly seconded, it was resolved to recommend to the Board of Trustees that the Principal be authorized to proceed with the work of reconditioning the Lecture Hall of the School at a total cost not to exceed \$1,220.

The Principal announced that he had consulted with Mr. Stokes in regard to Dr. Arthur Edwin Bye giving a series of Lectures on the History of Painting, a subject Dr. Bye knows so well. The Principal felt that the importance and need of a series of such

lectures were very great. The students should not graduate from the School without knowing something of this important branch of art, especially the students of the Teacher Training group. Dr. Bye's lectures would include the various backgrounds of the great schools of painting as well as the achievements of the artists who made these periods a heritage to our present generation. Dr. Bye would start in February and would give fifteen lectures.

On motion, duly seconded, it was recommended that the Board of Trustees authorize the engagement of Dr. Bye to give a series of fifteen lectures on the History of Painting, beginning in February 1934, at a compensation of \$15. a lecture.

Last year when the budget was balanced, Mr. Wence took a very drastic cut in his salary. Mr. Wence has general supervision and charge of the Art School building. He is engaged every day and three nights a week. The Principal recommended that his cut be restored \$5. a week, beginning December 1.

Upon motion, duly seconded, the Committee recommended that Mr. Wence's salary be \$40. a week, beginning December 1, 1933.

An emergency arose in the Evening School of the Costume Design Course that was very serious. The light was so poor that it was impossible for the students to do the close work and sewing necessary without straining their eyes. In order to relieve this condition, the Principal reported that he had had new lights installed at a total cost of \$50. He reported that the installation made the greatest difference in the working attitude on the class. Not only are the new lights much more effective, but with the new reflectors used, they eliminate shadows.

Upon motion, duly seconded, it was resolved to recommend that the Board approve the action of the Principal in installing new lights in the Costume Design room at a cost of \$50.

It was then pointed out that the lighting facilities throughout the School were very poor. For years, the Evening Classes as well as the Day Classes on dark mid-winter days, have struggled along with the handicap of bad lighting conditions.

It was the suggestion of the Principal that with a total cost not exceeding \$200. he felt the lighting conditions could be corrected.

Upon motion, duly seconded, it was resolved to recommend to the Board that the Principal be authorized to make the necessary changes in the lighting fixtures to overcome the bad lighting conditions now existing, at a total cost not to exceed \$200.

The question of motion pictures and their part in modern education was next discussed by the Committee. The Principal reported that films are on the market which can be bought or rented, showing the various techniques - such as Benson's film of the method of etching, Timothy Cole's wood engraving, the making of tapestries which is the latest film of the Metropolitan Museum. Mrs. Cox suggested that the Principal investigate this question and submit the data to her and that she would see what arrangements could be made to secure the type of motion picture camera he desired.

The new Costume Design Course, under the direction of Miss Rickert, Miss Orth and Miss Kaffele, with the assistance of Mr. Rushton, who was in charge of the rendering, entered the competition sponsored by the William Openhym Company, one of the oldest velvet houses in New York. The students submitted designs for gowns and dresses to be made in the various velvets, samples of which were sent to the various schools competing. It was a nation wide competition - 23 of the foremost schools in the country competed - ranging from here to San Francisco and 523 designs were submitted. The judges were: Miss Helen Cannelius, Harper's Bazaar; Miss Martha Stout, Vogue; Miss Dorothy Chever, Lord and Taylor; Miss Tobe, Tobe Inc.; Miss Frankie, Frances Margaret Dress Company; Miss Marian Taylor, Vogue; Miss Winifred Ovitte, Women's Wear Daily and Miss Rene Montague, Jay Thorpe.

In this competition, for the best designs submitted using the velvets referred to above, Miss Marjorie Love, a student in the fourth year class of the Costume Design Course, won the first prize of \$100. for her design for an evening dress of black velvet, and Miss Dorothy Diehl, a student in the third year class of the Costume Design Course, won the second prize of \$50. for her design for a black velvet evening wrap, the third prize going to a student from Pratt Institute, Brooklyn.

The Principal stated that so much interest has centered in the competition and that the prize designs have met with such approval, that Openhym Company is having them made up for display purposes. The prize winning gowns will be on exhibition in the show windows of Lord and Taylor, New York City, and Abraham Strauss, Brooklyn. The Principal also said that he has arranged to have them shown in the Wanamaker Store window in this city.

In addition to the honours won by the students, the Principal was happy to report that in this year's Water Colour Exhibition held at the Pennsylvania Academy of the Fine Arts, probably the most important given in America, two new members

of the Faculty had won the two highest awards and the only awards for water colour painting given by the Water Colour Club. There were 1072 Water Colours and Drawings on display and 431 artists represented. Mr. Henry C. Pitz, who is teaching imaginative figure drawing, won the Dana Gold Medal for the best group of pure water colour and Mr. Earl Porter, who is teaching pencil rendering and composition, won the \$20. Philadelphia Water Colour Prize for the best group of pictures.

The Principal submitted a report from Mr. France regarding the activities of the Textile School, in which Mr. France reported that the new students of the first year classes, with one or two exceptions, seem to have all the qualifications that make for progress in that line of work; that the Annual exhibition of the students' work, following the close of the School in June last, was without question, one of the best, if not the best, the School has ever shown and was commended most highly by all who had the pleasure of seeing the dress gingham and men's shirtings, the trouserings and novelty vestings, which were of the highest order of manufacture. Mr. France also said that he was much pleased, considering the depressed condition of the textile industry, at the enrollment of the Evening School. Some classes, especially Elementary Weave Formation, Analysis and Calculations, Colour Harmony, Jacquard Design, etc, are quite as full as he cared to have them. This is also true of Raw Materials of the Wool Industry Class. Enrollment in the pure chemistry subjects, however, has fallen off, over last year. Mr. France requested that the Committee officially acknowledge on behalf of the Philadelphia Textile School, the extreme kindness of Mr. E. W. Fairchild, President of the "Daily News Record", of New York City, (a Textile Publication) in donating advertising to the value of \$600.

Upon motion, duly seconded, the President and Secretary were authorized to thank Mr. E. W. Fairchild for his generous donation for advertising for the benefit of the Philadelphia Textile School.

Upon motion, duly seconded, it was resolved to recommend to the Board of Trustees the following refunds to students in the Art and Textile Departments:

Art Department

M. James deBenneville, who attended the School for one and one-half month, \$30.

Textile Department

Burton Alpren, who was compelled to leave the School because of illness, \$215.

Upon motion, duly seconded, the meeting adjourned to view the exhibition of Illustrations by Raphael T. Cavaliere, J. M. Clement, Robert Crowther and Ralph C. Coleman, former students of the School, which showing is now being held in the Exhibition Hall of the School.

Julius H. Hight

SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION DECEMBER 27, 1933.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, December 27, 1933, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Cox, Mrs. Patterson, Messrs. Borie, Jenks, Hart, Willing and Zantlinger.

The minutes of the meeting of the Committee on Instruction held November 22, 1933, were approved.

The vouchers showing payments made from November 1 to December 1, 1933, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the month of November 1933, was read and ordered to be filed.

The Principal reported that with certain small changes, the registration is about the same as announced in November. After November 1st, registration for the Day Classes is closed until February 1st - the beginning of our second semester - when there will be a new group of students entered. This year, the February registration will not be as large as last year due to the curtailment in the number of City Scholarships.

Due to the Christmas holidays, the activities of the school have been somewhat curtailed during the present month of December but, taking advantage of the Civil Works Program of Unemployment Relief, the School has secured the services of five painters. This will enable us to paint many of our class rooms and hallways. The classrooms were very dingy and dirty - greatly in need of paint. By using the painters furnished by the Civil Works Administration whose wages are paid by the government, we incur only the expense of the materials used.

After many unavoidable delays, the remodeling of the lecture hall was begun on December 22. It is progressing slowly. The opportunity of remodeling this hall, however, is of such extreme importance that, even if it is not completed by the 2nd of January it is best to go ahead with the project. When the school reopens January 2, if the lecture hall is not finished, we can hold the lectures in the exhibition room.

The Principal has started work on a revised catalogue. Last year the catalogue was done under considerable pressure in order to get it out before school closed. A number of minor corrections are necessary in order to make the catalogue more clear and understandable.

The catalogue is a very important part of the School work and should represent, in a large degree, through its makeup, the taste of the School.

At this meeting of the Instruction Committee, the Principal mentioned only briefly the plans for the Annual Fashion Show. He reported that many halls where the Fashion Show could be held, had been examined but none were as central, convenient and reasonable in price as the Bankers' and Manufacturers' Club, which has been rented for the day and evening of May 4.

"Banff" in the Canadian Rockies, has been selected as a background for the Fashion Show. The scenario divides the showing of dresses and gowns into three groups: morning, afternoon and evening. It is planned to have the Fashion Show open and close with a striking tableau.

The lighting is being carefully considered and the music studied to carry out the theme. It is the hope of the Principal to obtain some members of the Philadelphia Orchestra to play during the performance.

One of the features will be a showing of the prize winning gowns, designed by two students of the School, recently announced, which Jm. Openhym and Sons will let the School have for the occasion. This should give the School splendid publicity.

The mechanics of the Fashion Show have been put into the hands of Mr. Clyde Shuler of the School Staff.

The Principal is keeping the Preparatory Class, as it always has been, a strong fundamental course, wherein the underlying principles of art are taught. Here they get an early training that forms the basis for their selective course in the second year.

Having splendid cooperation with the teachers of the first and second year drawing classes, the Principal is able to experiment and try out new ideas with surprisingly helpful results. He has decided to introduce the life model in the Preparatory class several times during the second semester in order to make the entrance into the second year life less abrupt.

The drawing course in the first and second years is very alive; their study of line, mass, proportion, action and solidity is achieved through the use of models, both head and figure; imaginative drawing, working from memory and abstract construction.

This work is presented from many angles in an effort to stimulate the student to intense observation and to develop the power of analysis and critical judgment.

An extremely interesting phase of their work is the constant recording in sketch books of emotional and visual reactions of the students' everyday life. Students bring in every week from 50 to 100 sketches made out of class.

The Principal read the report submitted by Mr. Edward W. France, director of the Textile School, in which Mr. France pointed out that the progress of the students, for the present period of the year, has been fully maintained; that during the month of December, the staff of the Textile School, applied themselves to rehabilitating and adjusting the machines to meet the changes in the schedule which necessarily follow the mid-winter examinations. Mr. France also reported that during the past six months the school has received contributions of machinery, supplies, dyestuffs, department equipment and money amounting in all to \$200.

Mr. France announced that he had been persuaded to serve as Industrial Advisor to the Industrial Advisory Board on no less than four of the textile codes; Wool and Worsted, Upholstery and Drapery, Silk, Velvet and Plush, Upholstery Trimmings, etc. Any dispute that cannot be fairly adjusted by the Authoritative Board of these various Codes, as to quality, is to be referred to the Philadelphia Textile School, whose decision is final.

Upon motion, duly seconded, the Secretary was instructed to congratulate Mr. France, on behalf of the Committee, on his appointment as Industrial Advisor to the Industrial Advisory Board.

Upon motion, duly seconded, the meeting adjourned to inspect the work being done in the Lecture Hall and the exhibition of work of former students of the School now being shown in the Exhibition Room.

J. Linsley

 SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
January 24, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, January 24, 1934, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Coxe, Mrs. Logan, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Messrs. Hart and Mertz.

The minutes of the meeting of the Committee on Instruction held December 27, 1933, were approved.

The vouchers showing payments made from December 1, 1933 to January 1, 1934, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the month of December 1933, was read and ordered to be filed.

The Principal reported that the repairs in the Lecture Hall were about completed. The first lecture was held in the new auditorium last Monday. With the lower ceiling, the acoustics are much improved. Considerable saving in the cost of the alterations was made possible through the employment of labor from the Civil Works Administration. The cost of materials will be included in the next report of the Principal. This year the following rooms have been redecorated:

Room 101	Painted and new lights installed
Room 103	" " " " "
Room 104	" " " " "
Smoking Room	equipped and opened on the first floor
Room 300	Painted and new easels installed
Room 301	Painted and new furnishings installed
Room 302	New easels installed
Room 303	New lights and new working equipment installed
Exhibition Room	completely redecorated
Lecture Hall	completely redecorated.

With the exception of the Exhibition Hall, the painting in the above mentioned rooms was done by painters furnished by the Civil Works Programme of Unemployment Relief. Only the materials were furnished by the School. It is proposed to paint the Woodworking Room and Mr. Copeland's room, both of which are in a deplorable condition.

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The Principal stated that it may be possible, under the present financial conditions, to put into effect the plans and ideas he has been working on for the improvement of instruction in the School. There are, however, certain essential changes involving the expenditure of additional funds that must be made if the School is to maintain its scholastic standing. The School

is being run on a most economical basis. How far these plans will be carried out will be better known when the time comes to balance the budget for next year. It may be that every effort will have to be put forth to hold the improvements already made in instruction. It would be tragic to attempt to do less.

In relation to this idea, the Principal announced that he was anxious to use the services of Mr. Pitz and Mr. Horter to the best advantage of the students. In checking up on the registration he found that the course in Illustration and Advertising Design account for 60% of the 2nd, 3rd and 4th year students. The remaining 40% is divided among the other five courses.

As the situation stands at present, students not satisfied with the way the Illustration Course is given, and still wanting instruction in that subject, have only one alternative, Advertising Design. The same condition applies to the Advertising Design students. If this latter course does not appeal to them, they have only one recourse, to take Mr. Oakley's course in Illustration. The Principal felt that in order to meet adequately the present situation, it was desirable to institute a course which would come half way between these two extremes, - a course called Pictorial Design. This course would be under the direction of Mr. Pitz assisted by Mr. Horter. As a matter of fact many of our best students have continued in the School because they could be given rosters built around such a course.

In order to handle a course of this character for the balance of the year, the Principal recommended that Mr. Pitz be engaged to teach an extra half-day for the second semester beginning February 1 (17 weeks), at the rate of \$15. a week or \$225. for the second semester.

On motion, duly seconded, it was resolved to recommend that Mr. Pitz be engaged for an extra half-day for the second semester beginning February 1, a period of 17 weeks, at \$15. a week or a total compensation for the extra half-day of \$225.

The Principal said that he felt that instruction in oil painting in the second year was desperately needed. This course should be designed from the standpoint of approach to the technique of oil painting and would give the students a technical understanding of oil medium, preparing them for advance work.

He also announced that the course in Design needs changes and revision, and that he would like to arrange to have Mr. Copeland give more time to Water Colour Painting. These changes he will discuss at a later meeting in more concrete form.

The Principal had the pleasure of announcing some time ago that two members of the faculty, Mr. Pitz and Mr. Horter, were awarded prizes in the Philadelphia Water Colour Exhibition. It was with equal pleasure that he reported that Miss Gertrude Scheff of the School Staff, had won the Eloise Egan Prize of \$100.

in the annual exhibition of the National Association of Women Painters and Sculptors in the Fine Arts Building, New York.

Miss Katherine Phy who registered in the Evening Course in Life Drawing finds that her teaching plus the Evening School work is too much for her to carry. She paid the tuition in full for evening class amounting to \$45. She left January 3, 1934. The Principal recommended a refund of \$15.

On motion, duly seconded, it was recommended to grant a refund of \$15. to Miss Katherine Phy.

Vouchers for the fees to be paid to the University of Pennsylvania were submitted for the approval of the Committee. The rate is \$11.50 per semester hour for students of the School who are taking the coordinated course in Teacher Training. These fees, amounting to \$1,770., have already been paid to us by the students.

Upon motion, duly seconded, it was resolved that the Assistant Treasurer be directed to pay the University of Pennsylvania the tuition fees of students registered in the coordinated course in Teacher Training amounting to \$1,770.

In keeping with the plans he made last year, the Principal accepted an invitation to attend an all day college conference at the Cheltenham High School, on February 16th, to talk to those students who are interested in art as a profession. He also spoke on the subject of the School and its Relation to Industrial Art, to the women of the Haddon Fortnightly Club of Haddonfield, N. J., which organization sends a scholarship student to the School each year.

The Principal submitted a plan for a five-year coordinated course in Design in cooperation with the School of Fine Arts of the University of Pennsylvania leading to a degree of Bachelor of Arts.

On motion, duly seconded, it was resolved to recommend that the five year coordinated course in Design between the Pennsylvania Museum of Art and the School of Fine Arts of the University of Pennsylvania, leading to a degree of Bachelor of Arts, be approved.

Finally, the Principal presented Mrs. H. B. Nelson's request for the privilege of giving a note payable on or before May 25th, 1934, in payment of the second semester tuition for her daughter, Adelaide, amounting to \$125. The Principal felt that this was a worthy case and should be approved.

On motion, duly seconded, the Principal was authorized to accept the note of Mrs. H. B. Nelson in payment of the tuition fee for the second semester for her daughter Adelaide, amounting to \$125.

The report of Mr. France was read by the Principal. Mr.

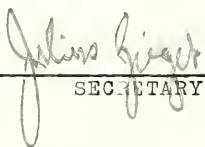
France stated that progress of the student body has been maintained both in the day and evening schools: that machinery repairs, general up-keep of appliances, shafting, hangers, motors, etc. are receiving the usual attention.

The staff, as well as employees of the Textile School, had their annual Christmas dinner at the Bankers' and Manufacturers' Club on December 22. Inasmuch as the incoming year 1934 would round out fifty years of the Textile School's existence as well as Mr. France's connection with the School, it was decided that instead of the usual festivities to feature the occasion of the half-century anniversary. The Director spoke at the Christmas dinner on the birth of the Philadelphia Textile School, and the many problems, technical and otherwise, that have confronted it.

Two letters were read, one from Wm. A. P. McKnight and the other from The Hellwig Silk Dyeing Company indicating the high regard in which the School and Mr. France are held by the textile trade. Mr. France wrote that such letters were typical of several that had been received recently, indicating quite clearly, that the various phases of the textile industry are realizing, as never before, how really important and indispensable the School has become to them. This was brought out very keenly at the "Code" hearings in Washington. One of the most skilled and dependable of the Deputy Administratives is a former graduate of the School.

Mr. Hart spoke generally on the high regard the Philadelphia School is held by members of the textile industry.

On motion, duly seconded, the Committee adjourned to inspect the completely remodeled Lecture Hall, and the exhibition of Water Colours by the alumni of the School.


 SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
February 28, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, February 28th, 1934, at 4 o'clock.

Those present were Mr. Stokes, in the chair, Mrs. Cox, Mrs. Nichols, Mrs. Rhoads, Messrs. Borie, Jenks, Hart and Mertz.

The minutes of the meeting of the Committee on Instruction held January 24th, 1934, were approved.

The vouchers showing payments made from January 1 to February 1, 1934, were submitted to the Committee and approved for payment.

The Assistant Treasurer's Cash Report for the month of January 1934, was read and ordered to be filed.

The Principal submitted the following tables showing the number of students registered February 27th and of February 27th, 1933:

ART DAY CLASSES

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>4th year</u>	<u>Part-time</u>	<u>Total</u>
1933-34	113	90	83	72	71	429
1932-33	127	101	77	65	58	428

ART EVENING CLASSES

1933-34	169
1932-33	130

ART SATURDAY CLASSES

	<u>Juniors</u>	<u>Adults</u>	<u>Total</u>
1933-34	139	27	166
1932-33	132	35	167

TEXTILE DAY CLASSES

	<u>1st year</u>	<u>2nd year</u>	<u>3rd year</u>	<u>Part-Time</u>	<u>Total</u>
1933-34	37	31	20	4	92
1932-33	43	37	20	1	101

TEXTILE EVENING CLASSES

1933-34	212
1932-33	173

The Catalogue of the Art School, the Principal stated, had been largely rewritten. It is now in the hands of Edward Stern and Company. Galley proofs have been corrected and returned to the printer. From all indications the catalogue will be ready for distribution by the next meeting of the Instruction Committee,

The collection of lantern slides for giving lectures at the School is not adequate, the Principal reported. He feels that the lantern slides should be systemtically built up. In speaking with Mr. Kimball, the Principal found that the Museum's photographic department, which has been supported mainly by the sale of photographs over the counter at the Museum, has about used up all its available funds. It is therefore impossible for Mr. Whitenack, the photographer, to make the necessary slides for the School without financial assistance. The Principal has arranged with Mr. Whitenack to make slides at a price lower than they can be procured from commercial firms. By buying the slides from the Museum, not only would the School save money but would help the Photographic Department of the Museum as well. The Principal recommended that \$300. be appropriated from the John T. Morris Fund to cover this expenditure.

On motion, duly seconded, it was resolved to recommend to the Board of Trustees, an appropriation of \$300. for the purchase of lantern slides, payment to be made from the John T. Morris Fund Income.

It was with pleasure that the Principal called the attention of the Committee to the splendid assistance he has received from the Associate Committee of Women. Through their generosity, six of the students of the School have received financial assistance in paying their tuition. Without this help these students, who are all in high scholastic standing, could not have continued their studies. The students are deeply grateful and have expressed their appreciation both personally and by letter.

Since the last meeting, the Principal has visited the following Institutions and Clubs in an effort to increase the attendance for next year: The Chester County Art Association, at West Chester, Lower Merion High School, Cheltenham High School, Germantown Art Association and the Art Association of Southern New Jersey. As the School work for this year is drawing to a close the Principal must devote more time to the business of the School. He will, therefore, not accept many more invitations to talk to outside organizations unless they bear definitely upon the acquiring of new students.

He feels too that the consideration and attention given to the Alumni Association has reacted most favourably to the best interest of the School. There is little

doubt that the School receives more students through the recommendations of the graduates than in any other way.

In a competition sponsored by the R. J. Ederer Thread Company of Philadelphia, a design for an ensemble submitted by Miss Dorothy Diehl, a junior student in the Costume Design Course, was selected and is now on display at the John Wanamaker Store. In another competition, two designs submitted by Kathryn Thayer and Kathryn Holdman, of the Costume Design Course, were manufactured into garments and are on sale in the Junior Misses Department of John Wanamaker's Store.

The Principal announced that considerable progress is being made in the plans for using the moving picture camera to the best educational advantage. Mr. Eric Knight, the cinema critic for the Philadelphia Ledger, has visited the School at the Principal's request. Mr. Knight and the Principal have gone over the situation regarding the use of the moving camera in the drawing classes. Mr. Knight has offered to give all possible assistance to the students without great expense to the School.

From the publicity angle, Mr. Zieget placed an article on an interview with Mr. Pitz on "The Use of the Moving Picture in Figure Drawing" in the Philadelphia Inquirer, The Christian Science Monitor, the Art Digest and other publications.

It was with great pleasure that the Principal announced that in this year's Annual Exhibition of Paintings held at the Academy of the Fine Arts, Mr. Joseph Hirsh, who was graduated from the School in June 1931, won the "Lippincott Prize for Figure Painting."

At the January meeting the Principal reported the practical completion of the Lecture Hall and he stated then that he would have the complete figures on the cost of the remodeling for this meeting.

The original estimate passed by the Committee called for an expenditure of \$1230. The actual completed cost was \$1,328.87, an excess of \$108.87. The difference can be accounted for largely in the advance in price of the ventilating system which occurred after the estimate was submitted.

Upon motion, duly seconded, it was resolved to recommend to the Board of Trustees approval of the action of the Principal in expending an additional sum of \$108.87 in connection with the remodeling of the Lecture Hall.

The first project approved for work under the Civil Works Administration has been completed. The Principal reported that he had submitted a second project for painting the outside of the building and several classrooms. The total amount that the School would be compelled to expend is \$646.67 but the School would receive in return, labor to the value of \$3,648.

On motion, duly seconded, the project submitted to the Civil Works Administration for painting the outside of the School building and several classrooms involving an expenditure of approximately \$646.67 was recommended to the Board for approval.

The Principal also submitted a list of deferred payments to be made by certain students for their second term tuition.

Upon motion, duly seconded, the arrangements made for the deferred payments of tuition were approved by the Committee.

The following students find it impossible to pay their tuition for the balance of the School year 1933-34: Clara Louise Campbell, \$50. and Redman Sargent \$10.

Upon motion, duly seconded, it was resolved to recommend that the Principal be authorized to pay the balance of tuition of Clara Louise Campbell and Redman Sargent, amounting to \$60. from the Student Loan Fund.

Plans for next year may involve certain changes in the Faculty. It is difficult to state exactly what they will be at this time. The Principal feels, however, that to notify members of the Faculty of their dismissal at this time would upset the School and would have a demoralizing effect on their teaching. On the other hand, to be fair to the teachers the Principal has spoken to those instructors who have not paid attention to the policy of the School as laid down by this Committee. The attitude of several of the members seems to be one of indifference. Not only has the Principal spoken to the offenders but last Fall sent a letter to every instructor, as directed by the Committee on Instruction, requesting them to be in attendance at their classes for the hours for which they are engaged. He also wrote to members of the Faculty that they were engaged only on a monthly basis.

On motion, duly seconded, it was resolved that the Principal be directed again to notify each member of the Faculty that they are engaged on a strictly monthly basis, that all obligations of employment expire May 31, 1934, and that appointments for the academic year 1934-35, even on a monthly basis, will not be made until the June

meeting of the Committee on Instruction.

The report of the Textile School was read by the Principal. Mr. France reported that the high standard of attendance at both the Day and Night Schools has been maintained. He also mentioned that one of the army officers, a graduate of the School, has designed and perfected what is known as an "Army Blanket", quite different from the blanket that has been in use. The Government thought so well of the blanket that it has had it patented. He also announced that donations for the month of January amounted to \$74.

Upon motion, duly seconded, the meeting adjourned to view the exhibition of working models of stage sets, of designs of theatrical costumes and other phases of the art of stagecraft and costume design.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
March 28, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 28th, 1934, at 4 o'clock.

In the absence of the Chairman, Mr. Jenks presided.

Those present were Mrs. Coxe, Mrs. Nichols, Mrs. Rhoads, Messrs. Hart and Mertz.

The minutes of the meeting of the Committee on Instruction held February 28th, 1934, were approved.

The Assistant Treasurer's Cash Report for the month of February 1934, was read and ordered to be filed.

The vouchers showing payments made from February 1 to March 1, 1934, were submitted to the Committee and approved for payment.

The Secretary read a communication from Wagner-Taylor Company, the Corporation's Insurance Brokers, to the effect that the Standard Workmen's Compensation endorsement which is attached to the Corporation's policies, specifies that the Company assumes the public liability of the insured employer under the Workmen's Compensation Act of Pennsylvania, and that it applies without exception to all employees who are subject to it.

The Principal reported that in the coming month, arrangement will be made for the Fashion Show to be held at the Bankers and Manufacturers Club on the afternoon and evening of May 4th, 1934. He mentioned a misfortune that occurred to Miss Rickert who heads the course. Miss Rickert, in returning to New York after her visit to the School, met with an automobile accident in which she received a severe blow to her head and a strain to her back. The Principal said that he was very much concerned over her condition and that aside from his personal concern, he misses her guidance for the coming Fashion Show. He was happy to report, however, that when Miss Rickert was here the Saturday before her accident he went over the details pertaining to the Fashion Show and formulated plans.

As stated earlier in the year, it is the endeavour of the School to make this year's Fashion Show an artistic presentation as well as a fashion showing. To do this, may entail a little more expense than last year. The additional expense will not be very great but will be necessary for the stage set that has been designed by members of Mr. Shuler's class suggesting Banff as the setting and the background for the costumes that are to be shown; also, for additional lighting. It will be necessary

to rent a spot and color lights to interpret the effects of morning, afternoon and night, the three episodes in which the Fashion Show will, this year, be divided. The Principal said that he has secured the services of Mr. Henry Elkan and members of the Philadelphia Orchestra, who will work out a musical program that will be carefully coordinated with the general scenario of the Show.

The Principal devoted the remainder of his report to certain aspects of a schedule of courses for next year. He stated that as near as possible he was working on a schedule which should be adopted by the School, if it is to maintain the leadership in Industrial Art which he believes the School can and should achieve. How much of this Schedule will be possible to put into execution at this time, will depend upon the estimated income of the School Budget.

The new course of Pictorial Expression under the direction of Mr. Pitz and Mr. Porter will be announced in the new catalogue. There is every reason to believe that this course will materially aid in holding the upper classmen.

The subject of oil painting in the school is not very strong. As the course now stands, the fundamentals are not even touched upon except in a rather vague way. To correct this condition, the Principal proposed to introduce in the second year a course in the technique of oil painting of a scientific and fundamental approach. This course should be given by Miss Schell. Miss Schell is one of our outstanding teachers in drawing and the winner this year of the Eagan Prize of the National Association of Women Painters. She is qualified to handle this subject both from the standpoint of an artist and of an experienced teacher. This arrangement would take two afternoons a week of Miss Schell's time which is now devoted to drawing and would, therefore, make it necessary to engage an assistant to take care of these two classes. Such an assistant, the Principal feels, can be secured for \$330. for the scholastic year.

The Principal thought it was necessary to make a change in the instruction in the painting class of the third and fourth years. This subject is of great importance and is not being satisfactorily taught. The Principal reported that he has in mind as an instructor for this course, a person such as Mr. Franklin C. Watkins, winner in 1932, of the International Carnegie Prize. Mr. Watkins has had experience in teaching and would make a desirable addition to the faculty. His services can be secured for five one-half days each week for the sum of \$2,475.

The Principal feels that the course in Interior Decoration should be a strong one. He recommended that aman should be sought who not only knows the traditional styles, but who is familar with modern materials and their uses, and who has a fine sense of design and a knowledge of practical construction. At present, the Interior Decoration Course is under the direction of Mr. Copeland. The Principal believes that Mr. Copeland's fine ability as a water-colour painter and teacher could be used to greater advantage to the School.

If this change in the personnel of the Interior Design Course be made, it would leave Mr. Copeland free to teach Water-Colour Painting. At present the subject of the technique of water-colour Painting is now well organized in the curriculum, although it is one of the most used mediums in the School. The Principal would like to have the teaching of this technique of water-colour rendering started in the first year, when the school covers so much that is fundamental, and the application of this technique applied during the second and third years to advanced compositions and renderings. At present the student struggles along with water-colour without much direction or understanding. He often forms habits of dry ugly water-colour rendering the first year that are difficult to discard later.

The course in stage design and marionettes has made splendid progress this year and has a large registration. To carry on the work along these lines next year will take all of Mr. Shuler's time. The Principal recommended that Mrs. Helen S. West be engaged for a half-day each week to take care of the Costume Design and rendering. Mrs. West is highly professional in her work and would be of the greatest assistance in many of the outside activities of the School and of the Associate Committee of Women. Her services can be secured for \$330. for one-half day a week for the scholastic year.

The importance of the teaching of Design in a school, the character of ours, can hardly be over-estimated. It is so fundamental and probably the most difficult in relation to all of its varied aspects. It is felt that in the first year the subject of pure design should be taught, stressing the study of Balance, Rhythm and Harmony; the sense of order through balance, repetition and sequences, and representative and abstract forms of design satisfying given areas, etc. For those specializing in the subject of design, the principles studied in the first year should be continued and gradually be applied to problems of industrial design, not only in two but also in three dimensions. The Principal feels that an advanced course in design should be required of students in other courses. This course should be kept in the field of pure design, making the student design-minded, thus carrying this important subject into everything he does. In general, the design course should be one of the most vital courses in the school. This arrangement would necessitate having a new member on the Staff who is familiar with the use of new materials that figure so much in the industrial products of today and who can make fruitful contacts with industry, attempting the solutions of real industrial problems.

With these minimum changes in the curriculum, the Principal feels that the School would take a long step toward maintaining its present leadership in Industrial Art Education.

Upon motion, duly seconded, the Committee approved in principle the above recommendations.

The Secretary reported that over 110 textile organizations, many of national importance, have started a movement to give a Testimonial Dinner to Mr. E. W. France, April 26th, in Philadelphia, in commemoration of the Golden Anniversary of the establishment of the Philadelphia Textile School and of Mr. France's connection with it. The Committee plans, in addition to the dinner, to complete a Campaign to raise \$50,000. as an annual contribution to the Textile School for a period of five years. Individual firms are solicited to contribute from \$50. to \$250. yearly with the thought that the amount subscribed should be charged as an integral part of their businesses.

The National Textile Testimonial Dinner to Dr. E. W. France is directed by Mr. E. B. Moore of New York, Temporary Chairman, and Mr. Theodore B. Hayward of Philadelphia, Secretary and Treasurer, and the following organizing committee: Col. C.F.H. Johnson, Botany Worsted Mills Co., Passaic, N. J., Bradley C. Algeo, Philadelphia Textile School, E. B. Moore, Penn Worsted Co. Phila., Lewis Hird, Samuel Hird and Sons, New York, H. H. Schell, Sidney Blumenthal and Co., New York, Charles Bennett, Philadelphia Robert Boger, Boger and Crawford, Phila., From all indications it would seem that the Campaign will be a great success.

The Acting Chairman called the attention of the Committee to the fact that the outside of the School building is being painted and suggested that a suitable reference be made to the Philadelphia Textile School in the recess on the east front of the south wing of the School building.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that a suitable reference be made to the Philadelphia Textile School in the recess on the east front of the south wing of the School building, the wording to be approved by the Chairman of the Committee on Instruction, such wording to take the place of the temporary sign regarding the Philadelphia Textile School now displayed on the front lawn of the School.

Upon motion, duly seconded, the Committee adjourned to view an Alumni Exhibition of Arts and Crafts and the model of the stage set for the Fashion Show constructed by the students of Mr. Shuler's Class.


 SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
April 25, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, April 25, 1934, at 4 o'clock.

There were present, Mr. Stokes, in the Chair, Mrs. Coxe, Mrs. Logan, Mrs. Patterson, Messrs. Jenks, Hart, Mitchell, Jr. and Zantzingher.

The minutes of the meeting of the Committee on Instruction held March 28th, 1934, were approved.

The Assistant Treasurer's Cash Report for the month of March 1934, was read and rodered to be filed.

The vouchers showing payments made from March 1 to April 1 1934, were submitted to the Committee and approved for payment

The Principal reported that on Thursday evening May 3 at 7:30 there will be a dress rehearsal of the Fashion Show in the ball room of the Manufacturers and Bankers Club. Members of the Committee on Instruction were invited to attend this showing for their criticism and suggestions. The public showing will be on the afternoon and evening of May 4th.

On Tuesday, April 27th, the Principal and the Secretary went to New York primarily to see the Exhibition of Paintings by Franklin C. Watkins on display at the Rehn Galleries. Mr. Watkins will be on the School Staff next year to teach oil painting. His exhibition has caused a great deal of discussion the newspapers both in New York and Philadelphia. The Principal stated that he is arranging with Mr. Watkins to have an exhibition of his work at the School early in the Fall.

While in New York, the Principal and the Secretary visited the 13th Annual Exhibition of Advertising Design of the Art Directors Club. In this exhibition Mr. Brodovitch and his class in advertising design figured very prominently. The exhibition was hung by Mr. Brodovitch and graduates and undergraduates of the School. Among the honourable mentions awarded by the jury of selection weré:

Design for Complete Advertisisement for the Climax Molybdenum Co. handled by N. W. Ayer and Son - Designed by Mr. Brodovitch and Nelson Gruppo.

Design for Black and White Illustration, for the Climax Molybdenum Co., handled by N. W. Ayer and Son - designed by Mr. Brodovitch and Nelson Gruppo.

Two examples of the work of Raymond Ballinger and two examples of the work of Nelson Gruppo were accepted by the Jury of Admission.

The Principal thought this was a splendid recognition, when one considers that 4500 examples of work of prominent advertising designers were submitted to be passed upon by the Jury and only 400 drawings accepted.

It is interesting to note in connection with this Exhibition that the Secretary of the Art Directors Club has promised to give first consideration to graduates of this School in recommending persons for positions.

It is also noteworthy that 60% of the graduates in the Advertising Design Course since 1931 have been successfully placed in positions.

Through arrangements made by Mr. Zantzinger, the Principal and the Secretary visited the class in design of the Beaux Arts Institute under the direction of Mr. Steinof and had a splendid opportunity to study the experiments he is carrying on in Design.

In the Principal's last report a suggested change in the personnel of the Interior Design Department was proposed which would relieve Mr. Copeland from this work and so use his fine ability as water-colour painter and teacher to a greater advantage. In pursuance of this idea the Principal had several conferences with Mr. Oscar Mertz and is happy to announce that Mr. Mertz has consented to supervise and direct the course in Interior Design.

The set-up of the Interior Design Course will be similar to that of the Costume Design Course in that Mr. Mertz will occupy a position in heading this course similar to that held by Miss Rickert. Thus the course will have professional direction and should graduate students with a professional point of view.

Introduction of a new course, that of Photography, especially in its relation to advertising design, is a matter of prime importance. Mr. Richard Dooner, a professional photographer, will probably consent to direct the technical end of this work as soon as the Committee can see its way clear to put such a course in the curriculum. Immediately after the 4th of May, the Principal has an appointment with Mr. Dooner to work out plans for such a course to submit to the Committee for its approval.

From the number of people who inquire at Mr. Dooner's studio when they can study photography, there is little doubt but the course will be patronized. It is certainly now accepted as one of the industrial arts. Introduction of such a course will put the School in the position of being one of the first art schools to recognize this comparatively new medium of artistic expression almost limitless in its possibilities.

The report of Mr. France, Director of the Philadelphia Textile School, was read by the Principal. The outstanding

event. as regards the Textile School, is the dinner to be given Mr. France, Thursday, April 26th in honour of the 50th anniversary of the Textile School and of his connection with it. This dinner is sponsored by 110 textile organizations. A campaign is being quietly conducted in connection with the dinner to raise funds sufficient to balance the budget of the Textile School for the next five years.

Upon motion, duly seconded, the meeting adjourned to view the Annual Exhibition.

Alumni



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

May 23, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, May 23, 1934, at 4 o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cox, Mrs. Patterson, Messrs. Borie, Jenks, Mertz and Zantzinger.

The minutes of the meeting of the Committee on Instruction held April 25, 1934 were approved.

The Assistant Treasurer's Cash Report for the month of April, 1934 was read and ordered to be filed.

The vouchers showing payments made from April 1 to May 1, 1934, were submitted to the Committee and approved for payment.

The Principal announced that the joint commencement exercises of the two schools will be held in the West Foyer of the Philadelphia Museum of Art on Thursday, June 7th at 10:30 o'clock. In the evening of the same day the work of the students will be on exhibition.

The Art School Budget for the year 1934-35 was submitted.

Calling attention to the different items in the Budget for the academic year 1934-35, the Principal reported that he had made certain changes and additions to the school staff for the academic year 1934-35. From time to time during the winter changes in courses and new instructors to head these courses has been discussed.

A summary of these changes is as follows:

Introduction of the course in Pictorial Expression, under the direction of Mr. Henry Pitz and assisted by Mr. Earl Horter.

The course in Interior Design, which has been redesigned, will be supervised next year by Mr. Oscar E. Mertz, Mr. Supplee, Mr. Spurance, and Mr. Blackburn, professional designers in this field will probably assist Mr. Mertz. With this professional direction the Principal felt the School should produce professional work and professionally trained students.

Mr. Franklin Watkins will conduct the course in Oil Painting in the third and fourth year classes. Miss Gertrude Schell will prepare the students in their second year for Mr. Watkins' classes. Miss Schell, Mr. Watkins and the Principal have had several conferences in order to prepare and orientate this work for next year.

The drawing classes in the second year are so large that it is physically impossible for Miss Hall to handle the work alone. Miss Norcross, who has been Miss Hall's assistant, has been engaged for two additional afternoons to remedy this situation.

Mr. Rushton, who is teaching the advanced life classes in the third and fourth years, six mornings a week, took over this year the course in Fashion Illustration without extra compensation. In order to bring Mr. Rushton a fair return for work he is doing, the Principal recommended that his salary for the scholastic year 1934-35 be \$2,350.

Due to the introduction of life drawing in the first year classes, the budget item for models should be increased \$500. The increase in the item "General Expenses" this year over that which was estimated was due to the many improvements made throughout the school. The remodeling of the lecture room, the installation of new lights in many of the class rooms, material and paint used in the CWA projects, and the expense incurred in the presentation of the Fashion Show. This expense item will be materially reduced next year.

The budget item for Advertising has been increased \$40. Due to the small freshman class this year, the Principal reported that the estimation from tuitions has been made on a conservative basis of \$82,000. It may be that the tuition will equal this year's tuition of \$92,000. A great deal will depend upon the size of the freshman class that will register in the school next fall. If this registration is large, the Principal feels that it may take care of a probable deficit of \$8,200. If, however, this deficit of \$8,200. should be made up, as proposed by the Associate Committee of Women, and if at the same time the deficit should be met by getting more from tuitions than estimated, the Principal said that the money obtained by the Associate Committee of Women could then be used to help toward scholarships for students, who, if not assisted, cannot return next year.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Art School Budget for the year 1934-35 showing a possible deficit of \$8200. be referred to the Board of Trustees with favourable recommendation providing that by November 15th there is reasonable assurance that the Budget will be balanced.

The Principal reported that he had had a conference with Mr. Zantzinger in regard to the teaching of Design. In general, the Principal believes that Design should be considered from two aspects - one, the teaching of the principles of elementary design and color - and second, the application of such principles to Industrial Problems.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that Mr. Zantzinger and the Principal be authorized to study the practice used in teaching the course in Design in the School with power to engage the necessary instructor or instructors.

Finally, the Principal reported that a very difficult situation has confronted the School in the lack of space for all the activities of the School. A splendid department in the Stage-craft and Pageantry is gradually being built up. He reported that the students, under the direction of Mr. Shuler, had to construct the scenery for the Fashion Show in the Lecture Hall. This greatly interfered with scheduled lectures.

The Principal pointed out that in the basement, in the Art Department, the Textile School has appropriated a large room in which to store their wool. The western end of this room could be thrown into the Pottery Department, which is over crowded and needs to expand, and the eastern end could be used as a workroom for the making of stage sets, etc, throughout the school year.

Upon motion, duly seconded, it was resolved that the Chairman of the Committee on Instruction appoint a Committee of three to investigate the situation and report back to the Committee.

The Principal submitted the budget of the Textile School in which Mr. France recommended a 5% increase in salary of the instructors. This budget showed a probable deficit of \$6,000. Mr. France gave assurance that the cash to cover this deficit was available upon call.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Budget for the Textile School be referred to the Board of Trustees with favourable recommendations providing the necessary cash to balance the Textile School Budget be deposited with the Treasurer of the Corporation by November 15th.

Upon motion, duly seconded, the meeting adjourned.

Julius Siegel
 SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
June 27, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 27th, 1934, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Cox, Mrs. Rhoads, Messrs. Hayward, Jenks, Mertz, Mitchell and Willing.

The minutes of the meeting of the Committee on Instruction held May 23, 1934, were approved.

The report of the Treasurer for the month of May 1934, was read and ordered to be filed.

The vouchers showing payments made from May 1 to June 1, 1934, were submitted to the Committee and approved for payment.

The Principal reported that the Committee will recall that the Budget was presented at the May meeting and was tentatively approved. The budget was then presented to the Board of Trustees which approved it until the November meeting of the Board by which time there will be sufficient data on the number of students registered to know whether or not a deficit exists or if the Associate Committee of Women will be successful in raising the necessary funds to take care of any existing deficit.

There were two matters left open in the budget; first, the course in Design. The Committee at its May meeting authorized Mr. Zantzinger and the Principal to plan and arrange for this work. Before Mr. Zantzinger left for a trip abroad, the Principal had several conferences with him. The plan of instruction for design requires the services of two instructors. It is felt that these two instructors may be secured for approximately the same sum that the School has paid for one instructor. For the course in elementary design, the Principal recommended Miss Cynthia Iliff, a graduate of the School, who taught successfully at the School for two years. Since leaving the School, Miss Iliff has been working professionally as a designer in the field of industrial art. Miss Iliff's services may be obtained for this position for four days a week at a total salary of not over \$2,000. for the academic year.

On motion, duly seconded, the Committee approved the appointment of Miss Iliff at a salary not exceeding \$2,000. for the academic year 1934-35.

For the position of teaching advanced design, the Principal reported that this problem had not yet been solved on a permanent basis. Mr. Zantzinger has recommended that the Principal consult with Mr. Beckwith of the Massachusetts Institute

Institute of Technology this summer. The Principal said that before the next Committee meeting in the Fall, he felt this problem would be solved.

The second problem that has arisen for next year is the course in Advertising Design. Mr. Brodovitch has informed the Principal that he has been in consultation with the Editor of a nationally known magazine in relation to taking a position as Art Editor on full time basis or in the capacity of Art Consultant for one or two days a week. If he decides to accept the former position, he will be constrained to sever his relations with the School. If however, he should take the position as Art Consultant he can continue this year, as previously, as Head of the Advertising Design Course. If Mr. Brodovitch decides to take the position as Art Editor the work in the Advertising Design Course can be taken care of by Mr. Ballinger of the present Staff,

Mr. Brodovitch has requested that he be paid his usual monthly salary for June, July and August, upon condition that if he does not return to the School he will repay the School these advances prior to October first.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Treasurer be directed to advance Mr. Brodovitch the salary for June, July and August, upon condition that should he not return to the School in charge of the Advertising Design Course, that such advances shall be repaid the School by October 1st.

The Principal said that he is planning a rather ambitious schedule for the Course in Marionettes next year. In connection with these plans, Mr. Shuler, in charge of the Course, has requested an electrical transcriber and microphone amplified. Through Mr. Shuler's connection with the Philco Radio Company, this amplifier can be obtained at a price of \$55.95.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the School purchase from the Philco Radio Company an electrical transcriber and microphone amplifier at a cost not exceeding \$55.95, payment to be made from the John T. Morris Fund Income.

The Principal commented on the large number of people who have visited the annual exhibition of student's work. Since Sunday June 18th, 11 days, after the exhibition was first opened to the public, nearly 700 people have visited the show.

The Chairman requested Mr. Hayward, the newly appointed member of the Committee on Instruction, to explain the recent campaign conducted by the Textile Industries to raise funds for the Philadelphia Textile School. Mr. Hayward reported that

at the 50th Jubilee Dinner given to Dr. France various interests of the Textile Industry were brought together for the first time and that as a result of the Campaign he has been successful in securing pledges for \$23,000. for the use of the Textile School of which \$10,000. has been paid in cash.

Mr. Mertz, who will have charge next year of the Course in Interior Design, reported generally upon the arrangements he has made. in cooperation with the Principal, in building up the course in this important field of industrial Art.

Upon motion, duly seconded, the meeting adjourned to view the Annual Exhibition of the work of the students.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
September 26, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 26th, 1934, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Rhoads, Messrs. Borie, Jr., Jenks, Hart, Hayward, Mertz, Willing and Zantzinger.

The minutes of the meeting of the Committee on Instruction held June 27th, 1934, were approved.

The Report of the Treasurer for the three months period, June 1 to September 1, 1934, was read and ordered to be filed.

Vouchers showing payments made from June 1 to Sept. 1, 1934, were submitted to the Committee and approved for payment.

The Principal submitted the following table showing the registration as of September 26th, 1934:

<u>ART SCHOOL</u>	<u>1934-35</u>	<u>1933-34</u>
Preparatory	86	93
Second Year	87	87
Third Year	74	79
Fourth Year	<u>72</u>	<u>68</u>
Sub Total	319	327
Special	<u>18</u>	<u>12</u>
Total	337	339
 <u>TEXTILE SCHOOL</u>		
First Year	53	33
Second Year	21	30
Third Year	<u>12</u>	<u>16</u>
	86	79
Special	<u>1</u>	
Total	87	79

In connection with the above registration it was pointed out that while the number of students registered was in excess of the number of students it was estimated would matriculate, it is, nevertheless, a fact that the budget estimate showed a possible deficit of \$5,000. The raising of a fund not to exceed this amount is urgently necessary to help worthy students. In this respect the School is not as well equipped as other Philadelphia Institutions.

Among the changes made in the School's curriculum is that of Interior Decoration. Under Mr. Mertz's direction, the School has secured the services of Mr. Spruance and Mr. Blackburn, both professionals in this field. Mr. Mertz will be further assisted by Mrs. Rhoads and Mr. Carl Bretz who will take charge of Fabrics and Curtains. This course is being built on very practical lines and will prepare, as never before, graduates going into professional work.

The course in Design has been completely changed. At Mr. Zantzinger's suggestion, the Principal visited the Massachusetts Institute of Technology to discuss with Mr. Beckwith the Institute's course in Design. The Principal submitted a letter from Mr. Beckwith expressing his pleasure in the knowledge "that the two Schools have as much of a point of view in common, particularly in regard to our needs and approach to the problem of design." Miss Cynthia Iliff will take charge of the first year design, Mr. Alexander Wyckoff will teach Advance Design, while Mr. Copeland will cooperate with the Rendering and Water Colour. These three instructors have met with the Principal and have worked out a plan whereby all three will cooperate in the presentation of the theory of color.

Mr. Franklin C. Watkins has taken over the course in Oil Painting. One difficulty here is that this course is so popular that the School is greatly pressed for room in order to provide adequate space for the students taking this work. The painting course is greatly strengthened by the preliminary work that is being given to the painting class in the second year by Miss Schell.

During the summer it was necessary to reorganize the course in Advertising Design. Mr. Brodovitch accepted a position as Art Director of Harper's Bazaar. The Principal has reorganized this course along similar lines as the courses in Costume Design and Interior Decoration. Mr. Brodovitch will come over from New York three times a month - on Saturday mornings. He will meet the students of all the sections for criticism. Mr. Ballinger and Miss Fullerton will carry out the execution of the work planned by Mr. Brodovitch during the week.

Mrs. West has taken up her work assisting Mr. Shuler in the Course of Stagecraft and Pageantry,

The Principal reported that due to a change in the regulations governing the coordinated course in Teacher Training at the University of Pennsylvania, the total amount of tuition now required of students has been increased from about \$1650. to \$2000. Many students cannot afford to pay this price and have requested that they be allowed to take a coordinated course with Temple University which arrangement would materially lower the student's tuition. In view of this condition, the Principal recommended that he be authorized

to arrange a coordinated Teacher Training Course with Temple University.

Upon motion, duly seconded, the Principal was authorized to make the necessary arrangements with Temple University for a five year coordinated course in Teacher Training.

The Principal requested authority to purchase 5 dozen easels for the painting class to add to the School's permanent equipment. The cost would be approximately \$200.

Upon motion, duly seconded, the Principal was authorized to purchase not over 5 dozen easels to add to the School's permanent equipment, for a sum not exceeding \$200., payment to be made from the John T. Morris Fund Income.

The Principal demonstrated the need for a reflectorscope in connection with the various classes saying that he had made such a purchase at a cost of \$150.

Upon motion, duly seconded, the action of the Principal in purchasing a reflectorscope at a cost of \$150. was approved, payment to be made from the John T. Morris Fund Income.

In reporting for the Textile School, Mr. Theodore Hayward pointed out that the registration to date was in excess of last year and contained many college graduates. He also said that during the summer months members of the Textile Staff had been engaged in research and had arrived at some very important discoveries. Among the subjects studied were: "Why Does Weighted Silk Deteriorate?", "Cause of the Felting of Wool." and "Tippy Wool". In addition to these research problems, Dr. France, in cooperation with Mr. Lockwood, has been able to successfully work out the problem of using cotton frames for wool and cotton mixtures. Mr. Hayward said that he felt this was an important discovery and would reflect great credit on the Textile School.

The Chairman read a letter from Judge Edwin O. Lewis, President of the School of Design for Women, congratulating the Principal upon the high quality in the work of the students at the Annual Exhibition.

The Chairman announced that the Committee authorized to study the question of more space for the Art School would consist of Messrs. Zantzinger, Mertz and Hayward

Upon motion, duly seconded, the meeting adjourned.

Julius Ficht
 SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
October 24, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 24th, 1934, at four o'clock.

There were present, Mr. Stokes in the chair, Mrs. Coxé Mrs. Nichols, Messrs. D'Ascenzo, Hart, Hayward, Mertz, Willing and Zantzingier.

The minutes of the meeting of the Committee on Instruction held September 26th, 1934, were approved.

The Report of the Treasurer for the month of September 1 to October 1, 1934, was read and ordered to be filed.

Vouchers showing payments made from September 1 to October 1, 1934, were submitted to the Committee and approved for payment.

Upon the recommendation of the Principal, the following refunds, upon motion, duly seconded, were approved.

Art Day Classes

Vito Magro	Refund of	\$27.
David Goodman	"	40.

Art Evening Classes

Louis Turlish	"	20.
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Art Saturday Classes

Mrs. S. J. McLaughlin	"	10.
Ruth Baylinson	"	10.

The Principal submitted the following table showing registration in the Art and Textile Schools:

<u>Art Day Classes</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Part-time</u>	<u>Total</u>
1934	95	88	75	76	66	400
1933	97	90	83	71	52	393
<u>Art Evening Classes</u>						
1934	138					
1933	158					
<u>Art Saturday Classes</u>		<u>Junior</u>	<u>Adults</u>			
1934		120	18			138
1933		119	22			141
<u>Textile Day Classes</u>	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Part-time</u>		
1934	56	25	13	3		96
1933	36	30	19	2		87
<u>Textile Evening Classes</u>						
1934	246					
1933	198					

In commenting upon the registration, the Principal pointed out that the enrollment of the two schools amounted to 1068, which required a teaching faculty of 79 instructors, 57 for the Art School and 22 for the Textile School. In size, the combined schools equalled many colleges in this country.

The Principal also submitted a detail list showing the arrangements made for part payment of tuition for certain students. Upon motion, duly seconded, the part time tuition arranged by the Assistant Treasurer were approved.

The Eastern Art Teachers Federation, the Principal announced, will hold their Annual Convention in Philadelphia April 10th to 13th. He reported that he hopes to stage the Fashion Show of the School at this time in the Ball-room of the Bellevue-Stratford Hotel which is the headquarters for the convention. He suggested that he thought this arrangement would make it possible for the members of the Federation attending the convention to see the Show which exhibition, he felt, would acquaint the art teachers of the eastern part of the United States with the School in a way the School could not otherwise become known.

The Principal also announced that he had been requested by Mr. Dilloway, Art Director of Public Schools, to address a group of these teachers on the subject of industrial art. He has accepted the invitation and intends holding the lecture in the auditorium of the School. The Principal said that he would arrange a special exhibition of student's work in connection with this lecture.

Upon motion, duly seconded, the arrangements regarding the holding of the Fashion Show in the Bellevue-Stratford and the lecture to be given by the Principal in the auditorium of the School for a group of members attending the Eastern Art Teachers Convention were approved.

The Museum, this year, is holding a series of exhibitions demonstrating in pictorial form the development of Modern Art in painting. The Principal has arranged to have Mr. Marceau address the third and fourth year classes in painting on the subjects covered by the exhibitions. Mr. Marceau gave his first talk Monday October 15th which proved to be of great importance and was deeply appreciated by the students. The series will consist of six lectures correlated with the six shows the Museum will stage.

It may be of interest to the Committee, Mr. Warwick said, to learn that three members of the School Staff are serving on the jury of admission and three on the hanging jury for this year's Annual Water Colour Show at the Academy of Fine Arts. As water colour is one of the School's main mediums of expression, it was gratifying to him to report that thirteen members of the school faculty are represented in the Show. They are as follows: Mr. Copeland, Miss Hall, Miss Iliff, Mr. Oakley, Mr. Pitz, Mr. Horter

Mr. Geiszel, Mr. Rushton, Mr. McLennan, Mr. Dull, Mr. Merrick, Miss Edith Emerson and Mr. Warwick.

Mr. Watkins is in need of an assistant to pose the models, keep records and check attendance of the rather large painting classes.

Upon motion, duly seconded, it was resolved that Richard Renner be given credit for \$50. of his tuition payment for assisting Mr. Watkins in the Painting Classes.

The Principal stated that the reflectorscope authorized to be purchased by the Committee has been in such continuous use that one machine was found inadequate to meet the needs of the Instructors. With Mr. Stokes's approval, the Principal purchased another reflectorscope.

Upon motion, duly seconded, the action of the Principal in purchasing a reflectorscope at a cost of \$133. was approved, payment to be made from the John T. Morris Fund Income.

The report of the Director of the Textile School was read by the Secretary of the Corporation. Dr. France reported that the attendance of the Evening School was greater in number than has been the case for several years past. Much of the increase he attributed to the personal contact on the part of the various members of the Staff among the Schools and factories during the months of May and June. He also pointed out that the Philadelphia Textile School was a pioneer school of its kind in the country and through the success obtained by its graduates in various parts of the country, some 11 textile schools have been founded. All the southern schools are part of the State Agricultural or Polytechnical colleges and are as follows: North Carolina State College, Raleigh, N. C., Clemson College, Clemson College, S. C., A. French Textile School, Georgia School of Technology, Atlanta, Ga., Alabama Polytechnic Institute, Auburn, Ala., Texas Technological College, Lubbock, Texas, and Texas State College, College Station, Texas.

Mr. France also reported that the new dyeing machine, from Smith-Drum Co., has been doing excellent work ever since it has been in action.

The question of closer cooperation between the Art and Textile Schools was discussed. Upon motion, duly seconded, the following resolution was adopted: Resolved that the Chairman appoint a committee of three to study the possibilities of a closer cooperation between the Textile School and the Art School, said committee to have power to carry its findings into effect. The Chairman announced the following committee: Mr. Hart, Chairman, Mrs. Coxe and Mr. Hayward.

Upon motion, duly seconded, the meeting adjourned.

Julius Ziegler
 SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
November 28th, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, November 28th, 1934. at four o'clock.

There were present , Mr. Stokes, in the chair, Mrs. Cox, Mrs. Logan, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Messrs. Jenks, Hart, Hayward, Mertz, Mitchell and Zantzinger.

The minutes of the meeting of the Committee on Instruction held October 24th, 1934, were approved.

The Report of the Treasurer for the month of October, 1934 was read and ordered to be filed.

Vouchers showing payments made from October 1 to November 1, 1934, were submitted to the Committee and approved for payment.

The Principal recommended that the School Budget be amended to include the payment to Alexey Brodovitch and Alexander Wyckoff of expenses incurred by each in connection with their instruction at the School.

On motion, duly seconded, the following resolutions were adopted:

Resolved that the School Budget be amended to include the payment to Alexey Brodovitch and to Alexander Wyckoff of expenses to the amount of \$10. a week, incurred by each in connection with their instruction at the School.

Resolved that \$40. be appropriated from the John T. Morris Fund Income to purchase reproductions of French and American paintings for use in the painting classes.

The Principal reported that in a National Competition for designs of costumes made of velvets, sponsored by William Openhym and Sons of New York, 43 Schools submitted 488 designs. There were three prizes offered. The first prize was awarded to Miss Rose L. Welliver of the School for a tea gown of washable velvet, the second prize went to a student of Pratt Institute, Brooklyn and the third prize went to Miss Kae Cole of the School for a cocktail gown also of washable velvet. Miss Miriam Reininger was awarded the first Honorable Mention. The Committee of awards was composed of seven outstanding Fashion Designers.

The Principal called the attention of the Committee to the emphasis being laid on the attainment of a professional attitude in the work of the School. In this connection an interesting experiment. was conducted in the course of Pictorial Expression. Through the

courtesy of Mr. George Horace Lorimer, the Art Director of the Saturday Evening Post, Mr. Martin, submitted a manuscript to be published by the Saturday Evening Post with a sample lay-out, such as are provided for their professional artists. The students were instructed to submit their drawings at the same time the professional artist submitted his. The Principal was happy to report that Mr. Martin was well pleased with the results and that he has agreed to submit another problem involving a cover for a future issue of this publication.

Mr. Watkins, Instructor in Painting, has accepted a commission to design the scenery and costumes for a Ballet to be given by the American Ballet Society under the direction of Mr. George Balduclie. The Ballet, entitled "Transcendence", will be given its initial performance in Hartford, Conn. Mr. Watkins was delighted with the resources of the School and what the School could do to help working out this problem.

It was with much pleasure that the Principal reported that Miss Mildred Gray was selected to design costumes for the Universal Pictures Corporation of Universal City, Calif., after a National Competition had been held to secure a person qualified for this work.

Mr. France reported continuous progress in both the day and evening schools, pointing out that one Philadelphia Textile Company has enrolled and paid the entire night school tuition for 40 of their employees.

Mr. France submitted a report of the research which was done by the School's Department of Wool and Worsted and Cotton Yarn Manufacture in adopting certain types of cotton machinery to the manufacturing of union fibre products. In connection with the results of the experiment, Mr. France submitted several skeins of yarn that had been produced, the composition of which, was 30% wool and 40% cotton.

Mr. Hart reported for the Committee on Cooperation between the Art and Textile Schools. The Committee had been successful in obtaining the promise of the Textile School to produce one suiting fabric, one jacquard fabric, one dress fabric and two gingham fabrics to be made into costumes by the Art Department, the costumes to be exhibited at the Annual Fashion Show of the School.

Mr. Hayward suggested that a closer cooperation should be effected between the Wharton School of Finance and the Textile School on the subject of Textile Economics.

Upon motion, duly seconded, the President was authorized to appoint a Committee of three to study the matter and report to the Committee on Instruction.

The President reported that he had appointed Mr. Hayward, Chairman, Mr. Hart and Mr. Mitchell.

The meeting, upon motion, duly seconded, adjourned.

Julius Gieger
Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
December 28th, 1934.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, December 28th, 1934, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Cox, Mrs. Nichols, Mrs. Patterson, Mrs. Rhoads, Messrs. D'Ascenzo, Jenks, Hart Nayward and Mertz.

The minutes of the meeting of the Committee on Instruction held November 28th, 1934, were approved.

The report of the Treasurer for the month of November, 1934, was read and ordered to be filed.

Vouchers showing payments made during the month of November 1934, were submitted to the Committee and approved.

The Principal reported that as the School has been closed for the Christmas recess there was not much activities to report. He had arranged for the Committee's inspection an exhibition of stage models which had been entered in a contest staged at the Plays and Players Theatre as part of the International Exhibition of Theatre Arts, sponsored by the Philadelphia Art Alliance. This contest was open to all persons, professional or amateur, and all schools, colleges and dramatic organizations residing within a radius of seventy-five miles of Philadelphia. The competition was divided into two classes. In class "A", a set was to be designed for a specific play while in class "B" the setting was to be for a Ballet, a play or for any type of dramatic presentation.

A committee consisting of Mr. Harry Waystair Gribble, Professional Director and Producer, Mr. Donald Oenslager, Scenic and Costume Designer of the Metropolitan Opera Company of New York and Mr. Howard Wicks, Technical Director, New York Theatre Guild, acted as judges.

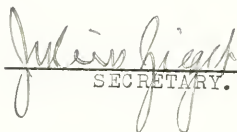
The Principal was happy to report that in Class "A", Charles Taylor, a fourth year student, won the second prize and in the same class Frances Godfrey, a third year student, received honourable mention. In class "B", first prize was awarded to Rupert Much, a fourth year student.

The Committee was informed that the course in Stage Craft and Stage Costume has grown in popularity among the students and that the Principal had decided to make a major course of this subject. The course has three objectives: First, for the Teacher Training students, who as graduates of this course are usually called upon to create the backgrounds for plays and pageants in the schools at which they teach; secondly, as a grounding for those who wish to take up the art of the theatre in a professional manner; third, for those who wish to get a cultural knowledge of

the stage and stage productions.

The report of the Textile School was presented by Mr. Hayward who commented on the course being formulated in textile economics in collaboration with the Wharton School of Finance of the University of Pennsylvania.

The meeting, upon motion, duly seconded, then adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

JANUARY 23, 1935

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, January 23rd, 1935, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Logan, Messrs. D'Ascenzo, Hart, Hayward and Mertz.

The minutes of the meeting of the Committee on Instruction held December 26th, 1934, were approved.

The report of the Treasurer for the month of December 1934, was read and ordered to be filed.

Vouchers showing payments made during the month of December 1934, were submitted to the Committee and approved.

The Principal reported on the equipment necessary for better working conditions in the School. In the woodworking Department, there is a great need for a jigsaw. A suitable motor driven jigsaw can be obtained for \$42.10.

In the Jewelry Department, there is a great need for a motor driven burnishing wheel that is enclosed so that the red powder used during the process of burnishing is not scattered over the room. A suitable motor driven polisher and dust collector can be obtained for \$225. less 3% cash.

Miss Hall has requested for the drawing class 2 dozen solid easels to take the place of the very unstable ones now in use. These easels can be purchased at a cost of \$51. a dozen. Miss Hall has also requested three casts from the Florentine Art Shop costing \$35. As it has been many years since the School has had any important casts for the drawing class, the Principal strongly recommended this purchase.

The Principal reviewed his idea in regard to the course in Photography and announced that he has introduced some work of this nature in the Advertising Design Class. Mr. Whitenack, the Museum Photographer, Mr. Copeland of the School Staff and Mr. Dooner, a Professional Photographer, have volunteered to help guide the work. It will be desirable to buy some additional equipment for this course to an amount not exceeding \$100.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be authorized to purchase a motor driven jigsaw at a cost not exceeding \$42.10, a combination polisher and dust collection for \$225. Less 3% cash, 2 dozen easels, at a cost of \$102., three casts from the Florentine Art Shop for \$35.,

photographic equipment to an amount not exceeding \$100., payment for all these purchases to be made from the John T. Morris Fund income.

In the Pottery Department a very important condition was reported. The immediate students' need is for two small gas kilns which could be loaded and fired by the students. These two small kilns could be built for a sum not exceeding \$220. As there is approximately \$658. in the Baugh-Barber Fund restricted to such purposes, the Principal recommended that he be authorized to build the two kilns and to spend approximately \$50. for special bodies and glazes for low fire work.

Upon motion, duly seconded, the Principal was authorized to spend a sum not to exceed \$220. for the purchase and installation of two small kilns and \$50. for the purchase of special bodies and glazes for low fire work, and such other sum not exceeding \$200. to reconstruct the present kiln equipment, all payments to be made from the Baugh-Barber Fund Income.

The Principal stated that a situation had developed in the Painting Class which required the attention of the Committee. Mr. Watkins has proved to be a very able instructor and has made a most interesting and popular course in painting. Classes, however, are very large, too large at times for Mr. Watkins to handle alone. At other times, especially at the first posing of a model, there is little for an instructor of Mr. Watkins's ability to do. The Principal suggested that for the first posings of the model the school employ Mr. Emlen Etting to take charge of the class one day a week at the rate of \$10. a half day. When the student needs greater help, Mr. Watkins and Mr. Etting will give the criticism. Since Mr. Watkins will not be needed at the first posings of the model, he will not be required to come to classes though he will have charge of the course. On the other hand, the expense of retaining Mr. Etting can come out of Mr. Watkins's \$15. half day rate. The other \$5. half day rate for this one day will be received by Mr. Watkins. The arrangement not only keeps the cost of the painting course within budgetary limit but meets with Mr. Watkins's entire approval.

Upon motion, duly seconded, it was resolved that the School Budget for the year 1934-35 be amended to include the engagement of Mr. Etting as assistant to Mr. Watkins for one day a week in the Painting Class, at the rate of \$10. a half day from and after January 18th, said payment to be made from the budget provision for Mr. Watkins's salary, the balance to be paid Mr. Watkins.

The report of the Textile School was read by the Secretary. Mr. France pointed out that a very important problem pertaining to the textile industry was submitted to the School some months ago regarding specific tests of certain dyes and their action when

in contact with various metal containers. The report on the experiments made by the instructor in the dyeing department of the School, Joseph E. Goodavage, and delivered by him before the American Association of Textile Chemists and Colorists, in Philadelphia, was submitted to the Committee, as well as samples of the wool treated.

Mr. Hayward reported for the committee regarding the question of more space for the Art School. The Committee has investigated this situation and after consulting with Mr. France reported that the material belonging to the Textile School will be removed from its present location as soon as a suitable shed to house the material can be erected.

The report of the Committee to study the possibilities of a course on Textile Economics in the Textile School in cooperation with the Wharton School of Finance and Commerce of the University of Pennsylvania was made by the Chairman, Mr. Hayward, who submitted a tentative schedule of lectures to be given.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Philadelphia Textile School cooperate with the Wharton School of Finance and Commerce of the University of Pennsylvania in sponsoring lectures to be given either in our auditorium or at the Manufacturers and Bankers Club, said lectures to be of a nature pertaining to Textile economics. The cost of these lectures, as estimated by the Chairman, Mr. Hayward, of the Committee appointed by the President, namely, Messrs. Hayward, Hart and Mitchell, is not to exceed \$1,000., with the thought in mind that should there be any reimbursements over and above the cost, the Textile School shall, in conjunction with the University of Pennsylvania, divide their proportionate share, and the sum appropriated to the Textile School shall be kept as a fund for a continuance of these lectures, should it be deemed wise by the Committee to continue the lectures.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

FEBRUARY 27, 1935.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, February 27th, 1935 at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cox, Mrs. Nichols, Mrs. Patterson, Messrs. Borie, Jr., D'Ascenzo, Jenks, Hart, Hayward and Mitchell.

The minutes of the meeting of the Committee on Instruction held January 23, 1935, were approved.

The report of the Treasurer for the month of January 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of January 1935, were submitted to the Committee and approved.

The Principal submitted a table showing the registration to date of both the Art School and the Textile School.

The Principal stated that the Committee will recall that the Eastern Arts Association meets this year in Philadelphia, April 10th to 13th. He has arranged to use this occasion to bring the School to the attention of as many of the members of the Association as possible. In this connection he has planned an exhibition of the work of outstanding members of the Alumni Association of the School, under the auspices of an especially selected jury. There will be also an exhibition of the work of the various courses of the School displayed in the classrooms, so that the visitors, when taken through the School, may get a comprehensive view of the work being done.

Through the cooperation of Mr. Dillaway, who is in charge of the programme, the Fine Arts Section will meet in the auditorium of the School, Thursday afternoon at 2 o'clock, at which time the Principal will address the members on the subject of Furniture Design.

The Annual Fashion Show has been arranged to be presented on Wednesday, April 10th at the Manufacturers and Bankers Club. Mr. Dillaway has sent out advance notices to members of the Eastern Arts Association to this effect, inviting them to attend the afternoon performance. Instead of the usual parade of models across the stage, a fictional treatment will be employed as was done last year. Students of the Stage-Craft Course will prepare the stage properties, settings, lights, etc.

It was with much pleasure that the Principal announced that Dorothy Humphreys, a student of the first year, had designed an inexpensive knitting bag which is being woven and sold by the Bruner Mills of Philadelphia.

The Principal suggested that a suitable Circulating Library be established with the privilege extended to students of taking books home for a limited time.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be authorized to purchase books for a Circulating Library not to cost more than \$25., payment to be made from the John T. Morris Fund Income.

The report of the Textile School was presented by Mr. France who reported the death of John Lockwood of the Textile Staff of the School.

Upon motion, duly seconded, the Secretary was directed to prepare a suitable resolution to be sent to Mrs. Lockwood.

Mr. France also reported that at the Annual Banquet of the Alumni Association of the Textile School two members of the Textile Staff, having completed twenty-five years of faithful service, were honourably admitted to what is known as the "Quarter Century Club", the two men being Mr. William C. Pfeiffer and Mr. Elmer C. Bertolet. In concluding his report, Mr. France said that this year he had accepted seven new students at the beginning of the second semester. To finish this year's studies and be ready for the second year's work it has been arranged that these seven students continue their studies until the first of August.

Mr. Hayward reported that the series of Lectures and Discussion to be given by the Philadelphia Textile School in cooperation with the Wharton School of Finance and Commerce of the University of Pennsylvania will begin Thursday night, February 23th, at 8:15. He reported that he has been able to keep the cost of these lectures within reasonable limits and thought that the gross expense would not exceed \$500.

Upon motion, duly seconded, the meeting adjourned to view the exhibition of Flower Painting.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

March 27, 1935.

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 27th, 1935, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Nichols, Mrs. Rhoads, Messrs. Jenks, Hart, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held February 27th, 1935, were approved.

The report of the Treasurer for the month of February, 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of February 1935, were submitted to the Committee and approved.

The Principal reported that in line with the policy inaugurated some time ago of spreading word of the School where ever possible in order to interest prospective students through talks to them, he had personally visited and when impossible to do so he has sent a member of the faculty, to the following schools: Cheltenham High School, Chester County School, Haddonfield High School, Upper Darby High School and Parents and Teachers Association of Cheltenham High School. The Principal stated that although it was difficult to say with any degree of accuracy what results are obtained by this method, it does keep the school before the public and it may be one of the means of bringing students to the School.

At various meetings of the Committee, the Principal has announced the success achieved by the students of the school in the various competitions they have entered. He was happy to report that since the last meeting of the Committee, February 27th, Charles Taylor of the Stage Craft Course won the first prize in a competition held for designs of costumes for the Architects' Ball given by the University of Pennsylvania.

Moreover, since the last meeting, a National Competition for a design to be used as a cover for the N.W. Ayer School Service Magazine was sponsored by the W. W. Ayer Company. This school, together with schools throughout the country including those at Kansas City, Chicago, New York, Boston, were invited to compete. Many sketches were submitted and thorough a process of elimination 60 of them were given final consideration by the judges who were Mr. Charles Coiner, Mr. W. Thornton Martung and Mr. Gilbert Tompkins. Three prizes and five honourable mentions were awarded. The first prize was won by Miss Dodothy Rodenhouse of the Advertising Design Course and a student of the school won the third prize.

The students also won three out of the five honourable mentions.

The Principal stated that the Fashion Show will be held at the Manufacturers and Bankers Club on the afternoon and evening of Wednesday, April 10th. There will be a full dress rehearsal with music and lights on Tuesday evening in the form of a regular performance. This showing will be necessary as the demand for tickets for the regular performance is greater than had been expected.

Mr. Guy Marriner of the Museum Staff is assisting in the selection and arrangement of the music and orchestra. Mr. Shuler with his class of Stage Craft will take care of the scenery which is designed to represent a portion of the deck of an ocean liner. The lighting will also be taken care of by this department. Mr. Wyckoff is instructing the girls how to walk and to show their dresses to the best advantage. Mr. Ballinger has charge of the program.

Upon motion, duly seconded, the following student was granted a refund:

Arthur O. Gefvert	Refund of \$80. and the balance of \$125. (tuition paid Feb. 1) or \$45. to apply to Evening School tuition for 1935-36.
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Upon motion, duly seconded, the following students were given credit on next year's tuition fee:

Sue R. Jacobs who registered in the Evening School and paid \$45. Credit of \$20. on the 1935-36 tuition fee.

Elizabeth C. Murphy, a special student, credit of \$17. on tuition fee for 1935-36.

Eleanor Jayne, credit of \$100. on tuition fee for 1935-36.

Upon motion, duly seconded, the following purchases were authorized: one half dozen unfinished tables 4 Ft. x 8 Ft. at a cost of \$70.56 and six casts at a cost of \$50., payment to be made from the John T. Morris Fund Income.

The report of the Textile School was presented by Mr. France, Director, who reported that in the closing of the Textile School (Night) March 27th one of the most successful night school seasons terminated. The attendance at the night school was exceedingly fine, an example of which was the coming of four men all the way from Reading each evening the school was open returning the same night. Mr. France also said that it was possibly of interest to the Committee to know that the Collins and Aikman Corporation sent forty of their employees as students to the evening school. Mr. France discussed briefly the condition of the building and the care necessary to maintain it in its present degree of efficiency. Another matter of importance is the fact that there is a possibility that additional funds may be obtained for the Textile School from the

Textile Alliance from which the School has already received approximately \$380,000.

Donations of material were reported to the avlue of \$226.

upon motion, duly seconded, the meeting adjourned to view the Advertising Exhibition.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
April 24, 1935

A stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, April 24th, 1935 at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Logan, Messrs. Borie, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held March 27th, 1935, were approved.

The report of the Treasurer for the month of March 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of March 1935, were submitted to the Committee and approved.

The Principal reported that the Fashion Show was held on the evening of April 9th and the afternoon and evening of April 10th to capacity houses. Wednesday afternoon performance was attended by many members of the Eastern Arts Association which organization was holding its Annual Meeting in Philadelphia. This Association is comprised largely of teachers of art in the various schools so it is hoped the Fashion Show will encourage these teachers to recommend this School to their students.

Two years ago, the Principal said, the School had 37 scholarships to award the students. This year there will only be 25. The Principal stated that at this time of the year application for scholarships are being received. He estimated that there would be at least 50 requests for assistance. He pointed out that he had announced early in the year that \$5,000. would be necessary to meet this situation. He has received about \$1,500. for this purpose which has been practically exhausted in helping this year's fourth year students to continue their course. It is, therefore, highly desirable that a fund of \$3,500. to \$5,000. be secured to meet the present situation.

During the past years the School has made every effort to enroll again the interest of the Alumni of the School. To accomplish this end, the Principal has encouraged the holding of the annual exhibition of the work of the graduates as well as having the Annual Alumni Banquet at the School. This year's banquet was highly successful as over 275 former students attended.

Recently certain students of the School have formed an organization to issue a school magazine known as the Sketch Book. The Principal is encouraging this form of expression and is receiving the hearty cooperation and help of the members of the faculty.

The Principal then touched briefly on the forthcoming Annual Exhibition of the work of the students and the School Commencement. He also reported on the exhibition of Manuel Arts held for the benefit of the Abington Memorial Hospital at the residence of Mrs. George F. Tyler, at which exhibition he was one of the judges and Mr. Earl Horter of the faculty won the Gold Medal in the Print Section. The work of many graduates of the School was exhibited.

Mr. France reported for the Textile School. He announced that in connection with one of the research problems last summer it has been the Textile School's good fortune to induce the Whiting Machine Company, of Whitenville, Mass. to send the School full equipment of a specific nature for one of the school's machines in the cotton department, known to the textile trade as a "Casa Bianca System", especially made by them for long drafting of fibres.

One of the aims of the research experiment is to demonstrate to manufacturers how to utilize existing machinery equipment with slight changes to manufacture union yarns.

Upon motion, duly seconded, the Secretary was instructed to extend the School's thanks for the cooperation of the Whiting Machine Company in aiding the School's efforts in its research problems.

Mr. France reported on the meeting of the Textile Foundation held at Greenville, South Carolina on April 7th, 8th and 9th and on the Annual Knitting Arts Exhibition to be held at the Commercial Museum this week. He also reported that donation of material had been received to the value of \$118.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

MAY 22, 1935.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, May 22, 1935 at four o'clock.

There were present, Mr. Stokes in the chair, Mrs. Rhoads, Messrs. Jenks, Hart, Hayward, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held April 24, 1935, were approved.

The report of the Treasurer for the month of April 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of April 1935, were submitted to the Committee and approved.

The Principal announced that in a competition sponsored by the Bridgeman Publications, which are of the greatest importance to artists throughout the world, a student of the School won the third prize. The drawings are to be used in a Book of Figure Drawings which, according to their announcement, is to be a selected group of 110 of the best life drawings submitted. All the art schools in America, and particularly the schools of Fine Art, were invited to submit drawings. The Principal pointed out that not only was the school competing with industrial art schools where drawing is taught as a means to other ends, but with the schools of the Fine Arts where drawing is made an end itself. It is interesting to note that the first two prizes were awarded to Schools of the Fine Arts. The School will be represented in this book by eight drawings, the largest number selected from any one school.

The Principal reported that from time to time it has been necessary to have new lantern slides made in order to keep the lecture courses up to date. New slides were especially necessary this year on account of the excellent series of talks on French Painting given by Mr. Henri Marceau and for the lectures on the History of Painting given by Dr. Bye. The total cost of these slides amounted to \$75.

On motion, duly seconded, it was resolved that the action of the Principal in purchasing lantern slides at a cost of \$75. be approved, payment to be made from the John T. Morris Fund Income.

The Principal announced that in accordance with the plans inaugurated last year to repair and remodel at least one class room each year, another class room on the third floor should be remodeled this summer at a total cost of \$1,215.

Upon motion, duly seconded, it was resolved that the plans for remodelling a class room on the third floor be approved, payment to be made as follows: \$750. from the John T. Morris Fund income and \$465. from 1935-1936 appropriation for building expense.

In submitting the Art School Budget for the scholastic year 1935-36 the Principal pointed out that the same amount of expenditures had been kept as for the scholastic year 1934-35. On the basis of these expenditures the School will close with a balanced budget this year. The Principal said that there were two items in connection with the budget that he desired to comment upon. The first was the enormous carrying charges of the mortgage on the school building which neither Mr. France nor the Principal had any part in creating.

This item of expenditure amounts to an annual charge of \$27,500. for the \$500,000. mortgage on the school building. This mortgage was placed upon the school, moreover, not so much to meet the deficit of the school, as it was to meet the deficit incurred by the entire corporation. The Principal recommended that plans should be made to reduce this mortgage.

The second item that the Principal called to the attention of the Committee was certain changes in the Budget this year over last year that did not increase expenditures as follows: a decrease in Mr. Brodovitch's salary from \$325. to \$225.; a decrease in Miss Emerson's lecture charge from \$560. to \$280.; a decrease in Mr. Geiszel's salary from \$320. to \$240.; an increase in Miss Norcross's salary from \$1,320. to \$1,584.; the engagement of Mr. Supplee in the Interior Design Class for \$660. and a provision for the employment of consultants for the Advertising Design Course to cost \$94. and an increase in the weekly wage of four building helpers from \$15. to \$17.

Upon motion, duly seconded, it was resolved that the budget for the Art Department for the scholastic year 1935-36. be approved.

The Principal said that in connection with the administration of the School there were certain things that were giving him a great deal of concern. Most of the students come from the class of citizens usually designated as the White Collar Class. This type of citizen is suffering from the effects of the depression possibly more than any other. Their efforts to educate their children often entails great sacrifices and it is with great difficulty that they pay tuition charges. In many cases the

students are forced to discontinue their education. The Principal said that \$7,500. could be used to great advantage for next year to assist financially these students. The Principal read several requests for financial assistance that are typical of the many he had received.

The report of the Textile School was presented by the Director, Mr. France, who announced that the progress of the scholastic year ending May 29, has been in keeping with that of former years. Various branches of the School have made trips to nearby mills which benefited the students greatly.

Mr. France also reported generally on the results of the Series of Lectures inaugurated last winter in coordination with the Textile School and the Wharton School of Finance of the University of Pennsylvania,. Preceding the last lecture a dinner was given at the Manufacturers and Bankers Club to discuss the lecture series.

Mr. France also reported on the School's display in the Knitting Art Exhibition and the display at Convention Hall in connection with "Philadelphia on Parade".

The Textile School budget for 1935-36 was submitted. The probable expenditures shown were about \$247.20 in excess of last year's budget which balanced with a slight surplus. The reason for the excess expenditure for next year was due to the engagement of a successor for the late Jonathan Lockwood at \$3,120.

Upon motion, duly seconded, the budget for the Textile School for the year 1935-36 was approved.

Mr. Hayward discussed in detail results of the series of lectures on Textile Economics given in cooperation with the Wharton School of Finance and of possible future plans.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JUNE 26th, 1935.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 26th, 1935 at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Coxé, Mrs. Nichols, Messrs. Jenks, Hart, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held May 22, 1935, were approved.

The report of the Treasurer for the month of May 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of May 1935, were submitted to the Committee and approved.

The Principal stated that in view of the favourable budget for next year he would like to undertake an experiment in the night school. He pointed out that the night school has few outstanding artists on the staff and suggested that with the addition of such instructors as Messrs. Horter, Pitz and Watkins, he felt the prestige and enrollment of the night school would be built up. He explained that the amount of money involved in this venture would not exceed \$1,17. which would be within the probable income of the School.

Upon motion, duly seconded, the Principal was authorized to employ Messrs. Horter, Pitz and Watkins to teach in the night school at the rate of \$15. per evening for a period not to exceed 26 evenings.

The course in Stagecraft has proved highly successful the last two years and from all indications there will be an increased demand for instruction in this course. The Principal recommended that Mr. Shuler be engaged an additional half-day a week.

On motion, duly seconded, it was resolved that Mr. Shuler be engaged an additional half-day each week at the rate of \$15. a half-day.

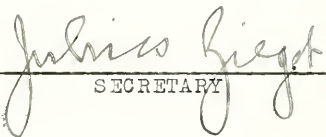
The Board of Education of the City of Philadelphia has proposed to the School that hereafter scholarships to this school shall be in the amount of \$200. provided the School will furnish the additional \$50. to make the scholarship complete. The Principal pointed out that in the past some of the best students of the School had been sent here by such scholarships and strongly recommended that the arrangement proposed be approved.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Committee approve the arrangement suggested by the Board of Education of the City of Philadelphia that for every \$200. scholarship awarded the School by the Board of Education the School of Industrial Art will pay the additional \$50. to complete the scholarship, provided that the necessary amount for this year's scholarships of approximately \$750. be raised by contributions.

Mr. France reported that the exhibition of student work was the best in the history of the Textile School and that the prospects for a satisfactory registration for next year were very favourable. He also reported that all of this year's graduates, with only one exception, had received employment.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
SEPTEMBER 25, 1935.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 25th, 1935, at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Rhoads, Messrs. Borie, Hayward, Jenks, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held June 26th, 1935, were approved.

The report of the Treasurer for the three month period, June 1 to August 31, 1935, was read and ordered to be filed.

Vouchers showing payments made during June, July and August were submitted to the Committee and approved.

The Principal reported that registration at the School exceeded all expectations and there is every indication that the School will operate for the year 1935-36 with a balanced budget.

The following table compares the registration as of September 25, 1935 with the registration of September 25, 1934 and 1933.

ART DAY CLASSES						
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Part-time</u>	<u>Total</u>
1935	110	36	73	63	22	359
1934	97	87	74	72	22	342
1933	93	87	79	68	12	339

TEXTILE DAY CLASSES					
	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Part-time</u>	<u>Total</u>
1935	64	45	15	1	125
1934	54	22	12	1	89
1933	33	30	16	0	79

The Principal was happy to report that the School would receive its usual appropriation from the State amounting to \$90,000. for the biennium 1935-37. In this connection it was interesting to note that only two state-aided institutions were granted their entire appropriations, this School and the University of Pittsburgh. In addition to the amount of \$90,000. granted for the year 1935-37 the Legislature approved the payment of the unpaid amount of \$33,000. of the appropriation granted for the biennium 1933-35.

Acting on the authority granted at the June meeting of the Committee on Instruction, the Principal has introduced a special course in the Night School for advanced students. Students who can qualify for this work may register for one, two or three nights. These courses are as follows: Monday, oil painting, in charge of Mr. Watkins; Wednesday, water colour painting, in charge of Mr. Horter; Friday, Illustration, in charge of Mr. Pitz. An advertisement appeared in the local papers and the Principal felt that in a comparatively short time these courses will be widely known and attended. The Principal said that this addition would add a great deal to the School's already high position and prestige. Aside from this, there have been no important changes either in the courses or the faculty that will incur extra expanse. Every effort will be made this year to round out and develop the courses introduced during the last two years.

The Principal reported favourably on the arrangement for full time scholarships made with the Board of Education in which the Board of Education now gives \$200. instead of \$150. and the School pays \$50. toward the tuition of each scholarship granted by the Board of Education. Of the twelve scholarships awarded by the Board of Education the School has been fortunate in having ten students select this School in preference to any other local school.

The Principal reported that through Mr. France's cooperation very necessary changes were made in the Pottery Room by extending the partition to take in a portion of the room adjoining, which, in the past, had been used by the Textile Department for storing wool. This change has made a great difference in the working condition in the Pottery Department.

The remodeling made in room 304 has likewise improved working conditions. The Principal also is planning to submit to the Committee plans for redecorating the entrance hall.

The experiment of sending a number of students to summer schools on prize scholarships proved entirely successful. The Principal expressed the wish that this fund could, in time, be enlarged to enable more students to share this privilege. Six students were sent to Earl Horter's School and two were sent to the University of Michigan to Mr. Wyckoff's class in Stage Craft.

On motion, duly seconded, the following students of the Art Department were granted refunds:

Anne M. Murphy	\$117.
Margaret Hitner	117.
Harry Smith	67.

The Director of the Textile School announced that registration had exceeded any of the several years passed.

He also reported that serious problems had confronted the Department of Building Supervision. The present heating system is an old one and requires, from time to time, under the rules and regulations of the Insurance Company, certain repairs each year. The time is now drawing near when an entire set of 48-4" tubes will be necessary. In addition to other necessary repairs, the Insurance Company has specified certain compulsory regulations. The Director asked that the Committee approve these repairs and to authorize the temporary employment of a skilled worker to assist in this work.

On motion, duly seconded, the Committee recommended that the necessary repairs as suggested by the Insurance Company be approved and that Mr. France be authorized to temporarily employ a skilled worker to assist in making these changes.

Mr. France discussed the condition of the roof of both school buildings and stated that in his opinion it would be necessary to remove, from time to time, sections of the roof of each building until the entire old roof has been replaced. The Chairman directed Mr. France to submit estimates of the cost of this improvement.

Mr. Hayward commented on the cooperation received from the Fairchild Publication in inserting free of cost advertisement for the Textile School.

On motion, duly seconded, the following resolution was adopted:

Resolved to express the appreciation of the Committee for the publicity given the Textile School so generously by the Fairchild Publications.

Upon motion, duly seconded, the meeting adjourned.


Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
OCTOBER 28, 1935.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 28, 1935.

There were present Mr. Stokes, in the chair, Mrs. Cox, Mrs. Logan, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Hart, Hayward, Jenks, Mitchell and the Principal of the School.

The minutes of the meeting of the Committee on Instruction held September 25, 1935, were approved.

The report of the Treasurer for the month of September 1935, was read and ordered to be filed.

Vouchers showing payments made during the month of September 1935, were submitted to the Committee and approved.

The Principal submitted a table of comparative registration of the School as of October 19, 1934 and October 19, 1935, which table showed an increase of 21 in the Art Day School Regular students, an increase of 33 in the Art Evening School students and an increase of 2 in the Art Saturday School students. The Textile School showed an increase of 36 in the Day students and 36 in the Evening students.

The Principal announced that for the first semester 1935-36 70 persons have requested permission to pay their tuition in installments in the Art Day Classes and 27 persons in the Art evening classes, an increase over last year.

The Principal reported that the experiment of the three continuation courses in the night school introduced by Messrs. Horter, Pitz and Watkins was well underway. The courses were advertised in the evening papers and as a followup, 600 letters were sent to graduates of the school covering a period of ten years. At the meeting of the Alumni Association these courses were announced and the President of the Alumni Association has promised to inform all members of the Alumni Association of these courses. The registration is now as follows: Monday night, Mr. Watkins, 14; Wednesday night, Mr. Horter, 23; Friday night, Mr. Pitz, 15.

In the course of Design under the direction of Mr. Wyckoff, contact has been made with the Baltimore Book Sales Company along the lines that the School hopes to make many of. One of the School's graduates is employed by the Company designing desk articles in colored aluminum, a new material. Problems connected with the work will be sent Mr. Wyckoff regularly.

The Principal was very happy to report that eight of the graduates in the advertising design class are working in the art department of N. W. Ayer and Son and that 50% of last year's graduates in the Advertising Design class are successfully employed

in free lance work or agencies.

Mrs. Pennegar, instructor in Teacher Training, is giving a series of lectures to the first year students on the History of Art. These lectures are being coordinated with Miss Iliff's work in design and with Museum research problems. This arrangement is thought to be of great benefit to the first year students.

Upon conclusion of the Principal's report, the following resolutions were adopted:

Resolved that the following persons, who were registered in the Art School and who have been unable to attend classes, be granted the following refunds:

Art Day Classes:

Lawrence Duski	\$75.
Sarah Raidman	75.
Louise Thompson	75.

Art Evening Classes:

Mrs. C. F. Eddy	30.
Lily Stern	33.50
Chas. Squires	30.

Art Saturday Classes:

Jos. Rubenstein	
Transfer from Adult	
to Junior Classes	10.
Douglas Thompkins	15.

Resolved that the proper officers of the Corporation be authorized to arrange with various students for partial payment of their tuition.

Resolved that the Principal be authorized to secure two dozen stools at \$80., and three dozen easels at \$90., payment to be made from the John T. Morris Fund Income.

In the absence of the Director of the Textile School, Mr. Hayward read his report. In this report, Mr. France pointed out that the enrollment in the Day School is now 30% in advance of the enrollment last year and in excess of any registration during the past five years, which record is equally true of the evening school. The total enrollment of both Day and the Evening School is nearly 450. Mr. France commented on some of the difficulties arising from the large registration, especially in the evening classes.

Mr. France stated that the most gratifying feature pertaining to Evening School is the keen interest and cooperation that is now being taken by the local manufacturers and the mills in sending their employees as students to the school. Twenty seven firms are

paying the tuition of nearly 100 students. One company has enrolled 44; another, 11.

In regard to the condition of the roof, previously reported, Mr. France's suggestion was that the matter be deferred until after the winter months.

Mr. Hayward supplemented the report of Mr. France by stating that the question of broadening the present field of textile education so as to include a practical business training in connection with the textile study had been given additional attention and study by the Chairman of the Instruction Committee and by the Textile members of this committee,

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Chairman be authorized to appoint a committee of three to study the question of an arrangement with the University of Pennsylvania whereby the services of Prof. A. D. Cameron may be secured provided proper financial arrangements can be made to keep the cost of such additional instruction within the probable income of the Textile School.

The Chairman announced the following committee: Messrs. Hart, Hayward and Mitchell.

Mr. Hart stated that in his judgment ~~xx~~ the Textile School was in great need of new equipment to give the students more up-to-date instruction than they now receive.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Chairman be authorized to appoint a Committee of three to study and report to the Instruction Committee its recommendations as to new equipment needed for the Textile School.

The Chairman announced the following committee: Messrs. Hart, Hayward and the Secretary of the Corporation.

Mr. Hart stated that in the judgement of the textile members of the Instruction Committee many of the faculty members of the Textile School were very much underpaid and that in their judgement the salaries of six men should be increased in an amount not exceeding \$1,000. for the scholastic year, which amount, they felt, would be within the probable income of the Textile School for the year. It was also suggested that if the Textile School budget permits, it may be well to arrange to distribute a bonus to the members of the faculty at the end of the School year.

Upon motion, duly seconded, the following resolutions were adopted:

Resolved that the following six instructors be granted a yearly increase in salary beginning November 1, 1935, as follows: Mr. Percival Theel, \$179.92, Mr. Joseph Goodavage, \$179.92, Mr. John Naab, \$185.22, Mr. William Pfeiffer, \$135.22, Mr. Ercal Kaiser, \$173.46, Mr. Fulton Farrell from \$4. to \$7.50 per night.

Resolved that if the income of the Textile School permits the Chairman of the Instruction Committee be empowered to distribute among the various members of the Textile School at the end of the scholastic year a total bonus of \$3,000., the amount each member is to receive be fixed by the Chairman.

Upon motion, duly seconded, the meeting adjourned.


Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
NOVEMBER 26, 1935.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, November 26th, 1935 at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Cox, Mrs. Logan, Mrs. Nichols, Mrs. Rhoads, Messrs. Borie, D'Ascenzo, Hart, Hayward, Jenks, Willing, the Principal of the Art School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held October 28th, 1935 were approved.

The Secretary reported that since the last meeting of the Committee it was necessary to ask the approval of the Board of Trustees, which was given of the following appointments:

In the art School, Fred Rothermel for one-half day each week for thirty weeks at the rate of \$5. a half day or \$150. for the scholastic year.

In the Textile School, George Byler as Assistant in Elementary Chemistry for two evenings each week for a period of twenty-six weeks, at the rate of \$2.50 per evening or a total of \$130. for the scholastic year and George F. Long as Assistant in the Department of Weave Formation for one evening each week for a period of twenty-six weeks at the rate of \$1.50 per evening or a total of \$39. for the scholastic year.

Upon motion, duly seconded, the Secretary was instructed to include these appointments in the minutes of the Committee.

The report of the Treasurer for the month of October 1935 was read and ordered to be filed.

Vouchers showing payments made during the month of October 1935, were submitted to the Committee and approved.

The Principal reported that Mr. Curtis, instructor in the Pottery Course, attended the Fourth Annual Ceramic Exhibition held in Syracuse Museum of Art. It was the largest and most important exhibition of pottery held in America. The work of Mr. Curtis and of three students of the school passed the Jury of Admission.

Motion pictures have played an important role in the classes in drawing and pictorial expression. The Principal announced that

he had engaged, through the Margaretta S. Hinchman Fund given for this purpose, the services of Mr. Stewart to show a series of slow motion picture studies taken last summer. He has also arranged with the Austrian Tourists office of New York to show the film "Ske Schools in Austria" on January 9th.

Mr. Warwick announced that Mr. J. Scott MacNutt of the St. Louis Art School, in preparing a book on the use of the motion picture in art education, has selected five examples of the work of the students in the class of Pictorial Expression to be reproduced in this book.

Wellington Sears Company of New York has asked the School to experiment with their new fabrics in corduroy, cotton and rayon. The senior students in the Costume Design Course have made sketches and designs using these fabrics for complete outfits from undergarments to coats and wraps. A selection was made by a stylist send by Wellington Sears Company, of the designs approved and these will be made into garments using the new fabrics.

The Executive Director of the Neighborhood Center has requested that the students in the Interior Design course assist him in decorating the Boys Club Room. This problem has been turned over to the students in the Interior Design Course.

From January 4th to January 17th a large screen decorated with a series of drawings entitled "Pageant of Beauty", painted by Clara Fargo Thomas for Elizabeth Arden will be on exhibition at the school. During this exhibition Miss Arden will speak to the students on the designs of packages and bottles for cosmetics and perfumes.

The Principal reported that during the past month representatives of the School have been invited to serve on juries for awarding prizes for the following exhibitions: "Needlework of Yesterday and Today" and the Sewing Exhibition and Contest sponsored by the Evening Public Ledger,

On November 4th the Principal attended a dinner with the members of the Wilson College Club at which dinner ninety members were present. He spoke on the subjects of Design and Furniture and how the School was carrying on this work. He also spoke to the members of the Art Club at their monthly artists Round Table Luncheon.

The faculty of the School again were well represented in the Annual Philadelphia Water Colour Show, which was probably the most important given in America. Mr. Copeland, Mr. Dull and Mr. Horter served on the Jury of Selection which consisted of seven members. In connection with this exhibition, Mr. Thornton Oakley, instructor in Illustration, was awarded the Philadelphia Water Colour Prize. Sixteen members of the faculty were represented and four of the six students who were sent to Mr. Horter's Summer School also passed the Jury of Admission.

On motion, duly seconded, the following resolution was adopted:

Resolved to purchase additional lantern slides at a total cost not to exceed \$100., payment to be made from the John T. Morris Fund Income.

The report of the Textile School was read by Mr. France. Mr. France spoke on the attendance of the day and evening schools. He also stated that the progress of the students of both day and evening schools was remarkably good and that the records show very little absence. He spoke on the gift of a "Hydro-extractor" from the Fletcher Works of Philadelphia. The price of such a machine is approximately \$1,000., which will be paid by allotting advertising space in the catalogue of the Philadelphia Textile School at the rate of \$50. a year.

Upon motion, duly seconded, the Secretary was instructed to thank the Fletcher Works for its cooperation with the Textile School.

Mr. France also reported a donation of 93 pounds of reclaimed wool stock to the value of \$60., and the receipt of needles, harness, frames and rees from the Steel Needle Company to the value of \$133.58

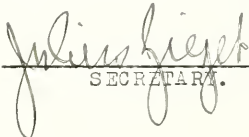
Mr. Hayward suggested that it would be advisable to change the name of the Philadelphia Textile School. He suggested the name of The Philadelphia Institute of Textiles.

After much discussion it was decided to lay the matter on the table for a future meeting of the Committee.

Mr. France read a letter from Roy H. Woll, who registered in the Textile School at the beginning of the school year and who discontinued his course November 19th, requested a refund of \$85.

Upon motion, duly seconded, the matter of a refund to Roy H. Woll, was left with the officers of the Corporation with power to act.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
January 22, 1936.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, January 22, 1936 at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Cox, Mrs. Nichols, Mrs. Rhoads, Mrs. Stokes, Messrs. D'Ascenzo, Hart, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held November 26th, 1935 were approved.

The Secretary announced that because there was no meeting of the Committee on Instruction in December, certain matters of refund were taken directly to the Board of Trustees which have approved the granting of a refund of \$30. to John W. Ruffin, Jr. the transferring of \$200. scholarship to the term starting Feb. 1, 1936 for Ernest Tarter, the transferring of \$12.50 to the term starting Feb. 1, 1936 for Mrs. Alice G. Chadwick and the transferring of \$25. to the school year 1936-37 for Muriel F. Barnes.

The report of the Treasurer for the months of November and December 1935 were read and ordered to be filed.

Vouchers showing payments made during the months of November and December 1935, were submitted to the Committee and approved.

The Principal reported that Theodore Moore, a student in the Art Department, who had paid \$15. for the second term Art Evening Classes, had to leave school before taking advantage of any instruction.

On motion, duly seconded, the following resolution was adopted:

Resolved to refund Theodore Moore, \$15., the amount he paid for tuition for the second term of Art Evening Classes.

The Principal recommended that the Committee approve expending an amount not exceeding \$500. to recondition the Principal's office. The plans, which were submitted to the Committee, have been drawn by students in the classes of Interior Design under the direction of Mr. Mertz. The work consists of painting, fixing over furniture and such other incidental changes as would modernize the office.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be directed to improve the Principal's office at a cost not to exceed \$500., payment to be made from the John T. Morris Fund Income.

The new activities of the month, the Principal reported, consisted principally of talks by experienced photographers to

the Advertising Design Classes; and two talks by Madame Baul on the design of perfume bottles. Following the policy of having professional problems submitted to students, the Pictorial Expression Classes have had the advantage of criticism of Miss Dinsmore of the Country Gentleman, Mr. Lambdin of the Franklin Printing Company, Mr. Foster of A. M. Collins Paper Company and Mr. George Baddy of the Whiting Paper Company. On January 30th, Mr. Bishop will give a talk and show slow motion pictures of birds and ducks to the students. During and after the lecture the students will make sketches if the subjects portrayed. In the past two weeks, the school has had on exhibition the Elizabeth Arden Screen entitled, "The Pageant of Beauty". This showing was followed by an exhibition of the work of the students sent to the Earl Horter Summer School at Rockport, Maine.

The Principal announced that the Junior League of Philadelphia will make a tour of the School on Jan. 23. The Principal also spoke briefly of the work of the Pottery Department and announced that in the forthcoming exhibition of Ceramics and Pottery to be held at the Philadelphia Museum of Art at Fairmount, the School will assist in arranging the display.

The report of the Textile School was read by Mr. France. He announced that notwithstanding the crowded condition of the School it was the intention again to register a limited number of new day students (not over ten) with the beginning of the second term. By intensive and overtime work and continuing their courses to August, the students will be qualified to enter the second year of the School with the beginning of the new scholastic term. He then spoke briefly in regard to an experiment undertaken with the Republic Steel Corporation of Ohio to obtain a new stainless steel metal product that could be so fabricated as to be able to be constructed into the various forms and sizes of vessels required in and about dyeing, finishing and laundry establishments and to be of such a character as not to be effected by the various acids used.

Mr. France also mentioned the fact that in the last three years the Philadelphia Quarter Master Department had employed, for special work as inspectors of army materials, many former students of the Textile School. The total number in their present employ is approximately forty. These men have not only been engaged as inspectors at the Depot on all kinds of textiles but are often assigned to the mills of the successful bidders.

Mr. Stanley Hart announced that the result of the poll to former students and others interested in the Textile School in regard to changing the name of the school was as follows: From approximately 1200 cards sent out, 452 replies were received. Of this amount 262 voted for changing the name to Philadelphia Institute of Textiles, 85 others voted for changing the name but suggested other titles and the remainder 105 voted to retain the present name. After a careful discussion of the

question it was resolved to postpone further action until some time in the future.

The question of granting degrees at the Textile School was then discussed.

Upon motion, duly seconded, it was decided to postpone consideration of this matter for further study.

Upon motion, duly seconded, the meeting adjourned.

Julius Ziegler
SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION

February 26, 1936.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, February 26th, 1936, at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Coxe, Mrs. Patterson, Messrs. Hart, Hayward, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held January 22, 1936 were approved.

The report of the Treasurer for the month of January 1936 was read and ordered to be filed.

Vouchers showing payments made during the month of January 1936, were submitted to the Committee and approved.

The Treasurer submitted a list of 69 students of the Art Department requesting to pay their tuition fee in installments and a list of 26 students from the Textile School who requested the same privilege.

Upon motion, duly seconded, the following resolutions were adopted:

Resolved that the arrangement made by the Treasury Department with various students to pay their tuition fee in installments be approved.

Resolved that all student fees for both the Art and Textile Schools shall be collected by the Treasury Department.

The Principal submitted a table of registration of students in both the Art and Textile Schools. The registration as of February 26th, 1936 showed full time Art Day students to the number of 352, part-time students 78 or a total of 430. In the Textile Day School there are 139 full time students, one part-time student, making a total of 140.

Walter Garfield Chew, who graduated from the School, has written requesting a duplicate diploma as the original one was lost.

Upon motion, duly seconded, the Principal was directed to prepare such a duplicate diploma, so marked, at the end of the present scholastic year.

The Principal announced that in making a survey of the

library a number of books were found which were of no use to the students. The Librarian sold these books and deposited the fund with the Treasurer's office. He requested approval of this action.

Upon motion, duly seconded, it was resolved that the action of the Librarian in selling books of no present use to the students be approved and that the Principal be authorized to dispose of such other books and use the fund so realized for the purchase of more serviceable literature.

The Principal announced that in a competition sponsored by N. W. Ayer and Sons for a cover design to be used on their school folder, out of the three prizes offered, Milton Ackoff, a student in the Advertising Design Course, won first prize and out of five honourable mentions, three were awarded to students of the school: Aram Arstanian, Lester Bushman and Joseph Houseman.

A Stage Model Competition was again sponsored by the Philadelphia Art Alliance. This competition was open to all persons, professional and amateur and to all colleges and schools within a radius of 75 miles of Philadelphia. William Smith, a first year student, won third prize and first honourable mention was awarded to Joseph Sennett, who graduated from the School last year.

The Principal suggested that the work of the students of the School be represented at the annual convention of the Eastern Arts Association to be held in New York, April 15, 16, 17 and 18th. The cost of such a display will be \$10. rental fee and \$5. registration fee.

On motion, duly seconded, it was resolved that the Principal be authorized to have a selection of the work of the students displayed at the convention of the Eastern Arts Association.

The report of the Textile School was presented by Mr. France, who announced that the new Hussong Dyeing Machine is now in good working order and is producing excellent results. He also stated that knitted fleece overcoating was becoming so popular among the men's cloth trade and figured woolen top coatings among the women's trade that he felt it advisable that a course on the designing and porcessing of these materials be given at the school. Mr. France said that he had written to Tompkins Knitting Company of Syracuse, New York, for a prize on their machine. He was advised that it would cost \$1,092., although he felt he may be able to secure it for less money.

On motion, duly seconded, it was resolved that the Director of the Textile School be authorized to purchase a Tompkins Knitting Machine for a sum not to exceed \$500.

Mr. France invited the Committee to view an unique display in the exhibition room of the Textile School of Acetate material loaned by the Tennessee-Eastman Corporation and A. M. Teeney Associates Inc., through the interest of one of the former students.

of the School.

Mr. Hayward reported that he had conferred with Professor A. D. Cameron of the Wharton School of Finance in regard to a course of instruction in textile cost accounting for the textile students. He announced that the School could secure the services of Professor Cameron for two periods each week for the remainder of the second term at a cost of \$300.

On motion, duly seconded, it was resolved that Professor A. D. Cameron be engaged to give instruction on textile financing and accounting for the remainder of the second term of the Textile School at a cost not to exceed \$300.

On motion, duly seconded, the meeting adjourned.


Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
MARCH 25, 1936.

The Stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, March 25th, 1936 at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Patterson, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. D'Ascenzo, Hart, Hayward, Jenks, Mertz,, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held February 26th, 1936, were approved.

The report of the Treasurer for the month of February 1936 was read and ordered to be filed.

Vouchers showing payments made during the month of February 1936 were submitted to the Committee and approved.

The Secretary announced that because of the increased registration in the Textile School, the income from tuition fees for the fiscal year 1935-36 will be greater than the Budget Estimate by approximately \$12,000. The Textile School Expenditures have been increased during the year over Budget provisions by approximately \$4,000. It will, therefore, be possible to transfer this year's income, amounting to approximately \$8,000. from Operating Account to the Textile School Endowment Fund or some reserve account, without unbalancing the Textile School Budget for this fiscal year.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the proper officers of the Corporation be authorized to transfer the Income of the Philadelphia Textile School Endowment Fund for the Fiscal Year 1935-36 from Current Textile School Operating Income and to set up this Income as a special reserve to be invested until such time as it may be needed to balance future Textile School Operating Budgets.

The Principal announced that arrangements were being completed in connection with the School's Annual Fashion Show to be held at the Manufacturers' Club, April 28th and 29th, and that the students of various classes were cooperating in order to make the Fashion Show an outstanding event of the School year. Students of the Stagecraft Course are working on the scenery and the Textile School has supplied some very attractive materials to be made up and shown in the show.

The Principal reported that instudying the course in Costume Design and the course in Fashion Illustration certain

suggested changes, in order to bring these two courses closer together, were being given careful consideration.

The enrollment in the special evening classes, under the direction of Messrs. Watkins, Horter and Pitz, was very gratifying, numbering 59 in all. The Principal stated that the outlook for next year was very encouraging.

In keeping with the policy of the School, the Principal reported that he had attended a conference at Cheltenham Township High School and that he had accepted an invitation to attend a similar meeting under the direction of the Board of Education of Salem, N. J., to be known as "College Night", at which meeting students of Penn's Grove, Woodstown and Bridgeton High Schools will be present.

The Principal announced that the School had sent an exhibition of students' work to the Toledo Museum Art School.

Upon motion, duly seconded, the following students were granted refunds:

Lucy McIlvaine
Jesse Del Dre

Refund \$75.
Refund 64.50

Upon motion, duly seconded, the following transfer of tuition fee was approved:

Nancy Lynch \$12.50

Transfer to second semester

Upon motion, duly seconded, it was resolved to engage Maurice Blackburn as assistant to Mr. Watkins to fill the vacancy caused by the resignation of Mr. Etting at the same rate of pay (\$10. a half day).

On motion, duly seconded, it was resolved to pay \$6.50 to Nelson Gruppo to replace his Advertising Annual which he had lent the School and which was lost.

The report of the Textile School was submitted by Mr. France who reported that the attendance in both the day and evening schools has been remarkably fine. He also reported that in accordance with the direction of the Committee he had a conference with the representatives of the Tompkins Knitting Machine Company of Syracuse New York and as a result of the conference he is happy to report that he was able to secure for the school their special type knitting machine for the manufacture of men's and women's fancy top coating material, as a donation. This contribution does not include, however, the necessary accessories, amounting to \$200. including expenses, and called to the Committee's attention that the price of the machine alone was \$1,090. and that the Committee had authorized him to purchase this machine at an amount not to exceed \$500.

On motion, duly seconded, the following resolutions were adopted:

Resolved to extend to the Director of the Textile School, the hearty thanks of the Committee for his success in securing as a donation the special type of Knitting Machine manufactured by

the Tompkins Knitting Machine Company of Syracuse, New York.

Resolved to extend to the Tompkins Knitting Machine Company of Syracuse, New York, the thanks of the school for their generosity in donating their machine to the Philadelphia Textile School.

Mr. France then recommended that certain advances in wages be made to those on the weekly payrolls of the schools.

On motion, duly seconded, it was resolved that the Chairman of the Committee on Instruction, with the approval of the Board, be empowered to make advances in the wages of those on the weekly payrolls of the schools.

The Chairman reported that the Solicitor of the Corporation had been consulted in regard to the possibility of the schools being empowered to award degrees and stated that the Solicitor had given a preliminary opinion that he saw no legal unsurmountable obstacles at the present time to the awarding of such degrees. He promised a more detail and definitive opinion later.

On motion, duly seconded, the meeting adjourned.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
April 22, 1936.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, April 22nd, 1936 at four o'clock.

In the absence of the Chairman, Mr. Jenks presided. There were present Mrs. Logan, Mrs. Patterson, Mrs. Rhoads, Messrs. Borie, Hart, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held March 25th, 1936, were approved.

The report of the Treasurer for the month of March 1936 was read and ordered to be filed.

Vouchers showing payments made during the month of March 1936 were submitted to the Committee and approved.

The Principal announced that the final touches were being made in connection with the Annual Fashion Show to be held next Tuesday evening and Wednesday afternoon and evening. Tickets have been sent to a number of schools in the outlying districts and to the supervisors under Mr. Dilloway of the Public Schools of Philadelphia. The entire show, with the exception of the music, will be a complete art project of the school. The Textile School has cooperated with the Art School by weaving fabrics designed by the art students to be made into costumes.

The Southern Box Corporation asked the school for designs to be used for commercial packages. The company awarded three prizes; the first prize went to Milton Ackoff, the second, to Morris Berd and the third to George Roy.

The Zoological Gardens have been most cooperative with the School in making it possible for our students to work under very pleasant conditions in the Gardens. Mr. MacDonald, Director of the Zoo, is arranging to give, sometime in June, an "Artists' Day" at the Zoo and has asked the School to take charge of this Day. There will be an exhibition of animal drawings which will be hung in the big dining room of the Restaurant. Various classes in the School will design posters which will be displayed throughout the City.

The Principal was happy to report that the Alumni of the School have been very active this year. On April 3rd they presented a Mexican Ball and Pageant in the Rose Room of the Bellevue-Stratford Hotel. The Subject of the Pageant was a "Fiesta in a Hill Town of Mexico," in honour of their Patron Saint. This event was followed by a miracle play in front of the Cathedral. The Pageant, under the direction of Mrs. Helen S. West, of the faculty, Herman Bacharach, W. Singerly Smith and John Obold, was given with dignity and artistry and was undoubtedly one of the most successful presentations given by the Alumni.

The Alumni Dinner and Private Exhibition will be held April 25th with approximately 175 attending.

The Principal made a brief report in connection with the Annual Eastern Arts Conference held in New York City.

The Library of the School has been making notable strides and now contains 1744 books. The library has been catalogued and the index was recently photographed at the request of the Union Catalogue Association to be included in the master index of Philadelphia.

The Principal presented a list of students for whom he recommended refunds.

Upon motion, duly seconded, the following refunds were granted:

Margaret Stablitt	\$ 7.50
Mary Jane Porter	75.00

The Principal stated that the cost of printing this year's Art School catalogue had exceeded the budget allotment by \$650. He said he thought he could get this bill reduced.

Upon motion, duly seconded, the matter of paying the bill for printing the Art School catalogue was referred to the Principal with power to act.

The budget allotment for models has been exceeded in the amount of \$600.

On motion, duly seconded, it was resolved that the budget allotment for models be increased from \$2,250. to \$2,850.

The report of the Textile School was presented by the Director who announced that the machine which was donated by the Tompkins Knitting Machine Company had occupied a prominent place in the Annual Knitting Show after which show the machine will be sent to the School. He also reported he was successful in receiving accessions for the machine as a gift to the amount of \$75.

Mr. France reported on the tentative decision which had been made regarding the balance of the money in the Textile Foundation by the officials in charge. The present plan calls for the use of this money for educational trips for textile educators and for books on economics of textiles.

From requests received for information regarding next year's school, Mr. France believes that the enrollment will be very satisfactory.

On motion, duly seconded, the meeting adjourned to view the Annual Exhibition of the Art School Alumni.

Julius Siegel

 Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
May 27th, 1936.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, May 27th, 1936 at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Cox, Mrs. Logan, Mrs. Nichols, Mrs. Patterson, Mrs. S. Emlen Stokes, Messrs. Hart, Jenks, Mertz, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held April 22, 1936, were approved.

The Secretary reported that since the last meeting of the Committee it was necessary to ask the approval of the Board of Trustees, which was given of the following resolutions:

Resolved to reserve from 1935-36 Art School Income a sum of \$4,000. to be used to award scholarships for the School year 1936-1937.

Resolved that the Principal be authorized to purchase Photographic equipment for the course in Photography in an amount not to exceed \$500.

The report of the Treasurer for the month of April 1936 was read and ordered to be filed.

Vouchers showing payments made during the month of April 1936, were submitted to the Committee and approved.

The Secretary submitted requisition #1909 to reimburse Mr. France of vouchers which he had paid.

Upon motion, duly seconded, it was resolved to authorize payment of requisition #1909.

The Budget for the Art School for the year 1936-37 was submitted.

Upon motion, duly seconded, the Art School Budget for 1936-1937 was approved.

The Principal reported that the School has been very active in entering various competitions sponsored from time to time by noteworthy concerns. The Limited Edition Club, publishers of a series of twelve books each year sponsored a competition in which professional illustrators from England as well as the United States and students from some of the art schools of this country, took part. There were over four hundred entries.

One of the ten sets selected was executed by Henrietta Jones of the fourth year Pictorial Expression Class.

Another competition in which the school participated was the annual International Book-plate Competition for 1936, held in Los Angeles, California. There were five hundred entries in which fifteen countries were represented. There were no prizes awarded but out of the five hundred book-plates entered, sixteen were to be awarded honourable mention. Three honourable mentions were awarded to the United States, one of them going to Donald Cooke, second year in Pictorial Expression.

At the Alumni Dinner held several weeks ago the Alumni Association presented the school with a partial scholarship amounting to \$150. to be awarded to an associate member of the Alumni Association.

The Principal was happy to report that Samuel Feinstein, a student in the Painting Class under the direction of Mr. Watkins, was awarded the Bronze Medal or First Award for painting at the Seventy-Sixth Annual Small Oil Show held at the Philadelphia Sketch Club.

The Principal announced that eight students of the 1935 Teacher Training class have been successful in securing positions.

The Textile School Budget for the year 1936-1937 was submitted and on motion, duly seconded, was approved.

The Chairman submitted the resignation of Mr. Charles Borie as a member of the Committee.

Upon motion, duly seconded, the resignation of Mr. Borie was accepted with regret.

The Chairman submitted a list of salary adjustments for members of the Textile Staff amounting to \$3,000. as authorized by the Committee and by the Board of Trustees.

Upon motion, duly seconded, the salary adjustments for members of the Textile Staff were approved.

Due to the lateness of the hour, the report of the Director of the Textile School was deferred to the next meeting.

Upon motion, duly seconded, the meeting adjourned.


Secretary

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
June 24, 1936.

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, June 24th, 1936 at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Rhoads, Messrs. Hart, Hayward, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held May 27th, 1936, were read and approved.

The report of the Treasurer for the month of May 1936 was read and ordered to be filed.

Vouchers showing payments made during the month of May 1936, were submitted to the Committee and approved.

The Principal announced that since submitting to the Committee the budget for the scholastic year 1936-37, he had been notified by Mr. Roy Faulconer, instructor in Fashion Illustration in the Evening School, that he had been transferred to the N. W. Ayer and Sons, San Francisco, California establishment where he will have direction of their art department and was compelled, therefore, to resign from his position at the School. The Principal reported that he had been successful in securing the services of Mr. W. Merrill Barton to fill the vacancy caused by Mr. Faulconer's resignation. Mr. Barton, who graduated from the school in 1932, comes to the position as Instructor in Fashion Illustration with very good recommendations and excellent experience being, at present, connected with the Wanamaker Store.

Upon motion, duly seconded, it was resolved to approve the appointment of Mr. W. Merrill Barton, as Instructor in Fashion Illustration in the Evening School for two nights a week, beginning with the School term 1936-37, at \$5. per evening.

The Principal stated that at the January meeting of the Committee he was authorized to expend \$500. for the redecoration of his office. In order to equip adequately a dark room for the new course in photography it will be necessary to use some of this sum to carry out the plans outlined in the minutes of a previous meeting of the Committee on Instruction.

On motion, duly seconded, the following resolution was adopted:

Resolved to rescind the resolution of the Committee on Instruction at its meeting held January 22, 1936, authorizing the expenditure of \$500. for redecorating the office of the Principal.

On motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be authorized to expend \$300. to equip a dark room for the new course in Photography and \$250. for improving the lighting facilities in certain classrooms of the School, payment to be made from the John T. Morris Fund Income.

The Principal reported briefly on the prospects for next year's registration and indicated that the budget commitments would be satisfactorily met.

The report of the Textile School was presented by the Director who said that the display of student work was the best in the history of the school and that the character of work done at the school was very high and unique.

He felt that prospects for next year were very good. He stated that the need to expand was very urgent and made suggestions regarding an additional school building.

After discussing the matter thoroughly, the Committee, upon motion, duly seconded, adopted the following resolution:

Resolved that the Chairman be authorized to appoint a Committee to study the question of providing additional school accommodations and to report its findings to the Committee on Instruction.

The Chairman announced that he had appointed the following Committee:

Mr. Willing, Chairman
Mr. Mertz

Mr. Hayward
Mr. Hart

Mr. Mitchell

Upon motion, duly seconded, the meeting adjourned to view the Annual Exhibition of the work of the students.



SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
September 24, 1936

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, September 24th, 1936, at four o'clock.

There were present, Mr. Stokes, in the chair, Mrs. Rhoads, Messrs. Coiner, Hart, Hayward, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held June 24th, 1936, were approved.

The Treasurer reported that it was necessary to borrow \$12,500. during the summer from balances in the Pennsylvania Company to meet current expenses because two quarterly payments due from State appropriations, amounting to \$22,500. have not yet been received. He also said that there would be no report of the Treasurer until the October meeting on student aid and extended payment. He reported that the Philadelphia Board of Education had offered to award all City scholarship students in the School a \$200. scholarship instead of the usual \$150. one, provided the School would advance the other \$50., making the full tuition fee of \$250.

Upon motion, duly seconded, the following resolution was adopted:

Resolved to approve the awarding of \$50. scholarships to all students receiving Board of Education scholarships of \$200.

Upon motion, duly seconded, the following students were granted refunds:

Lloyd Ross	Left on account of illness in family	refund	\$117.
Russell Lebo	Withdrew to take a position	"	117.
Edward Baggs	Cannot keep up with the work	"	117.
Ann Bamford	Cannot keep up with the work	"	117.
John Sell	Lacks the finances to continue	"	117.

The Principal reported that, with one exception, it was unnecessary to make any changes in the teaching staff submitted to the Board of Trustees last June. He felt, however, it was necessary to engage the services of an assistant for the first year lettering class for one-half day a week and recommended the services of Morris Berd for the first year lettering class for one-half day a week at \$5. a half day.

On motion, duly seconded, it was resolved to approve the appointment of Morris Berd as assistant in the first year lettering class for one-half day each week at \$5. a half-day of \$165, for thirty-three weeks.

Registration in the Art School indicates that the School budget for the year 1936-37 is reasonably accurate.

The following table compares the registration of the Art School as of September 22, 1936 with the registration as of September 22, 1935-34.

Art Day Classes

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>4th</u>	<u>Total Full Time students</u>	<u>Part time</u>	<u>Total</u>
1936	119	92	75	66	352	19	371
1935	110	85	79	63	337	23	360
1934	87	87	74	72	320	22	342

The largest courses registered in the School are as follows:

Pictorial Expression	86
Design Lab. - Advertising Design	65
Costume Design	24
Teachers Training	19

In connection with the registration, the School is faced with lack of space to accommodate the students. In the Evening Costume Design Class there is room for twenty five students. Applications have already been received for many more students than the class can accommodate and it is, therefore, necessary to refuse the registration of many students who want to enter the School.

During the summer, Miss Orth went abroad to attend the fall opening of important stylists in Paris. Mrs. Coxé was most helpful in making it possible for Miss Orth to have this privilege.

Through the kindness and cooperation of one of the friends of the Institution it has been possible for Rudolph Freund, a recent graduate, to go to Labrador as Industrial Assistant to the International Grenfell Association. He will be engaged to teach the natives carving in wood and ivory, jewelry and other forms of craftwork.

The Principal reported that it would be necessary to make an expenditure for repairs to the kilns in the Pottery Room for this school year.

On motion, duly seconded, the following resolution was adopted:

Resolved to approve the expenditure of approximately \$130. for the purpose of repairing and renovating the kilns in the Pottery Room, payment to be made from the Baugh-Barber Fund Income.

The report of the Textile School was given by Mr. France in which he pointed out that the registration of the Textile School was

the highest for several years past and is almost double for Textile registration of two years ago.

The following table compares the registration of the Textile School as of September 22, 1936 with the registration of September 22, 1935-34.

	<u>1st</u>	<u>2nd</u>	<u>3rd</u>	<u>Textile Day Classes</u>			
				<u>Total</u>	<u>Full-time</u>	<u>Students</u>	<u>Part-time</u>
1936	85	59	27	171		0	171
1935	64	45	15	124		1	125
1934	54	22	12	88		1	89

Mr. France commented briefly on last year's exhibition which he reported was considered by many who saw it as one of the finest exhibitions ever given by the School. The technique, as regards construction of the various fabrics themselves, was highly commended, the color treatment outstanding, and the designs most novel in all the fabrics shown.

During the summer, Mr. France, reported, much work was undertaken in preparing for the Fall opening of the School. Three new iron cylinders were installed for the woolen carding machinery; the Tompkins Knitting machine was installed and put into working order; the heating system in the building was examined and a quantity of pipes, raditors and coils were renewed. During the summer, the annual cleaning and inspection of the boilers was attended to and several tubes had to be replaced. A new blow-off tank, ordered by the insurance inspector of boilers, was installed as well as a new water supply tank for the Art School side. Five water cooling tanks for drinking water were placed in different parts of the building.

Mr. France reported that contributions in the form of materials had been received to the value of approximately \$350.

Mr. France recommended that an assistant in the Power Weaving Room be engaged.

On motion, duly seconded, it was resolved that the Director of the Textile School be empowered to engage an assistant in the Power Weaving Room at the rate of \$16. a week.

Mr. Hayward reported for the Textile Committee that Mr. Robert Cunningham had been engaged to take the place of the late John W. France at an annual rate of \$1,500. a year for the scholastic year 1936-37 and at an annual rate of \$1,600. for the scholastic year 1937-38; also, that Mr. George G. Byler had been engaged as a member of the Faculty of the Philadelphia Textile School in the Chemistry and Dyeing Department at an annual rate of \$2,200. a year.

Mr. Hayward recommended that an extra man for the Textile Department be engaged to act as janitor at the rate of \$22. a week.

Upon motion, duly seconded, it was resolved to approve the engagement of George G. Byler as instructor in the Chemistry and Dyeing Department at an annual salary rate of \$2,200. for the scholastic year 1936-37; the engagement of Robert Cunningham as assistant to Mr. McLain at an annual salary rate of \$1,500. for the scholastic year 1936-37 and at the annual salary rate of \$1,600. for the scholastic year 1937-38.

Upon motion, duly seconded, it was resolved to authorize the Director of the Textile School to engage an extra man to act as janitor in the Textile Department at the rate of \$22. a week.

Mr. Willing reported for the Committee appointed to study the question of providing additional school accommodations. He said that the Committee was convinced that the School was in need of more space and space better adapted to its needs and that the School could not keep on growing in its present quarters. This fact pressed the important question as to the more or less permanent location of the School.

Upon motion, duly seconded, the following resolution was adopted:

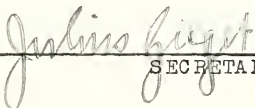
Resolved that the Chairman be authorized to appoint two additional members to the Committee to study the question of a more or less permanent location of the School and report their findings to the Committee on Instruction.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that Mr. Willing be authorized to expend \$150. for floor plans of the present school buildings.

The Chairman announced that he had appointed Mr. John S. Jenks and the Secretary of the Corporation as the additional members of the Committee.

Upon motion, duly seconded, the meeting adjourned.



SECRETARY.

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
OCTOBER 28th, 1936

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, Wednesday, October 28th, 1936, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Cox, Mrs. S. Emlen Stokes, Messrs. Hart, Jenks, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held September 24th, 1936, were approved.

The Treasurer reported that the enrollment in both Schools was such as to give every indication the School Budgets adopted by the Trustees would be balanced. He submitted a list of deferred payments for tuition which had been arranged for both the Art and Textile School Students.

Upon motion, duly seconded, it was resolved that the arrangements made for deferred payment of tuitions by certain students be approved.

Upon motion, duly seconded, the following students were granted refunds:

ART DAY CLASSES

Phyllis Englehart	\$117.
Charlotte Stryker	12.50
Hollis Kocher	20.00
Marahlea Baumann	25.00

ART EVENING CLASSES

Sidney Rosanne	15.00
Fred Decker	15.00
Ruth Clewell	32.00
Louis Miller	30.00

ART SATURDAY CLASSES

Beatrice Alden	2.00
Frances Taylor	2.00
Milton Wohl	2.00

TEXTILE EVENING CLASSES

Herbert Servin	30.00
William P. Strickland	15.00

Upon motion, duly seconded, it was resolved that the following transfer of tuition fee be approved:

ART DAY SCHOOL

J. Harford Ryan	Transfer of the sum of \$127. to second semester or to fee for tuition for the year 1937-38
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The Principal reported that the registration for the first semester is almost completed and is as follows:

Art Day Regular students as of October 26th, 1936	381	
Art Day Special " " " "	69	
Art Evening " " " "	281	
Art Saturday " " " "	<u>159</u>	890

The Principal pointed out that certain equipment was imperatively necessary, not only for better work of the School but in some cases for the safety of the students; for example, a motor driven eight inch joiner which can be operated by the students with safety. Also a new circular saw of the type fine enough to cut plywoods without splintering, is highly desirable.

Upon motion, duly seconded, the following resolution was adopted:

Resolved that the Principal be directed to purchase a new eight inch joiner for a sum not to exceed \$175. and a circular saw for a sum not to exceed \$10.

Since the class in Anatomy numbers over a hundred, it is impossible for the students to get proper instruction from the one skeleton the School now has. The Principal recommended the purchase of another skeleton.

On motion, duly seconded, it was resolved that the Principal be authorized to purchase a skeleton for the Anatomy Class at a sum not to exceed \$150.

The next request made by the Principal was for additional equipment for the Photographic Department. When this department was first started it was felt the School could afford only a minimum of equipment. With the present facilities only a few students can work at a time, many having to stand around to await their turn. The Principal requested the sum of \$958.42 to complete and round out the present equipment. for this most important course. Of this amount, \$100. is for the salary of an assistant to Mr. Gruppo to supervise the developing and printing of negatives, while Mr. Gruppo is otherwise engaged.

On motion, duly seconded, it was resolved that a sum not to exceed \$958.42 be appropriated to complete and round out the present Photographic Course.

In the Evening School the enrollment in the Course in Advertising Design is so large that it is impossible for every student to receive criticism. The Principal said that he had spoken to the Chairman, Mr. Stokes asking permission to engage

Mr. Bird as an assistant to Mr. Ballinger. It was necessary to engage him at once as the students in this Course were becoming dissatisfied. Mr. Berd was engaged to teach two nights a week at the rate of \$5. a night. for the period of 26 weeks or a total of \$260.

Upon motion, duly seconded, it was resolved that the action of the Principal in engaging Mr. Berd, as assistant to Mr. Ballinger in the Advertising Design Course Evening School, for two nights a week at the rate of \$5. a night or a total for the year of \$260. be approved.

Upon the recommendation of the Principal, Mr. Berd was also engaged to fill the vacancy caused by the resignation of Mr. Sides, in the lettering course. This is a substitution and does not, therefore, involve an increase in budgetary expenses.

The report of the Textile School was presented by the Director, Dr. France, who submitted the following enrollment:

TEXTILE DAY STUDENTS	as of October 26th 1936	185
TEXTILE EVENING STUDENTS	" " " "	<u>388</u> 573

Mr. France, in submitting this report, pointed out that the School has the largest enrollment since the period following the World War, when the Government sent a number of rehabilitation students to the School.

Mr. France reported the receipt of one SM Tru-Shade Machine valued at \$750. and a US Varidrive-Extra valued at \$150. which have been presented to the School by the Rodney Hunt Machine Company of Orange, Mass.

Upon motion, duly seconded, the Secretary was directed to acknowledge receipt of the machines and to express the appreciation of the Committee for this generous gift.

Mr. France discussed in detail the history of the fund received by the Textile School, known as "The Patterson Memorial Fund." He stated he felt the School might receive an additional sum amounting, approximately to \$10,000. He recommended that a suitable plaque be made for Mr. Patterson, to be displayed in the main entrance of the School building.

On motion, duly seconded, it was resolved that the Director of the Textile School be authorized to secure a design of a suitable plaque to the memory of Mr. Patterson which, when approved by the Committee, will be placed in the main entrance of the school building.

Mr. Hart discussed the possibility of cooperation between the Art and Textile Schools in the matter of the forthcoming

SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
NOVEMBER 25, 1936

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, November 25, 1936, at four o'clock.

There were present Mr. Stokes in the chair, Mrs. Nichols, Mrs. S. Emlen Stokes, Messrs. Hart, Jenks, the Principal of the School and the Director of the Textile School.

The minutes of the meeting of the Committee on Instruction held October 28th, 1936, were approved.

The report of the Treasurer for the period Sept. 1 to October 1, 1936 was approved.

Vouchers showing payments made during the month of September 1936, were approved.

The Chairman reported that since the last meeting of the Committee on Instruction the Board of Trustees had adopted the following resolutions:

Resolved to authorize the Director of the Textile School to engage two students to assist certain instructors in the Evening School at the rate of \$1.50 per evening and to engage one assistant in the Wool Worsted Spinning Department of the Day School at the rate of \$2.50 per day for one day a week.

Resolved that the action of the Director of the Textile School in purchasing three cylinders for the Furbush set of Wool cards for a sum of \$750. be approved.

On motion, duly seconded, the following students were granted refunds:

<u>Art Day School</u>	Dickson Grange	refund	\$25.
<u>Art Saturday School</u>	Robert E. Goodier	"	10.
<u>Textile Evening School</u>	Irving Gilston	"	45.

On motion, duly seconded, the refund of \$10. requested by John Haddad, a student who registered in the Textile School, was refused.

The following students in the Art Department were granted credits:

John Syres	Credit of \$100.	for use during second semester 1936-37
Howard Vernon	Credit of \$30.	for use during second semester 1936-37 or for the scholastic year 1937-38

The Principal reported that the registration in the night school had considerably increased and that in some instances both classrooms and instructors were taxed to the limit. This condition is especially true in the Monday night lettering class. The Principal therefore, requested approval of his action in engaging Mr. Benedict to assist Mr. Berd in the Evening School lettering class for one night a week at \$5. a night.

On motion, duly seconded, it was resolved that the action of the Principal in engaging Mr. Benedict to assist in the Night School Lettering Class for one night a week at the rate of \$5. a night be approved.

The Principal said that during the past few years he had been endeavouring to improve the collection of lantern slides and recommended the purchase of lantern slides in the amount of \$100.

On motion, duly seconded, it was resolved to approve the purchase of lantern slides in the amount of \$100., payment to be made from the John T. Morris Fund Income.

A series of talks dealing with industrial design is being arranged by the Principal during the coming winter term. The first of these talks was given by Mr. Henry Allman of Kayser and Allman on wallpaper design. The next will be a lecture on the sales angle and design trend of modern furniture by the head of the modern furniture department of the John Wanamaker store.

The Principal discussed briefly the series of exhibitions being held in the exhibition hall of the School, calling the Committee's attention to the forthcoming exhibition of industrial design.

The report of the Textile School was delivered by the Director, Dr. France, After reviewing, in general, the work of the various branches, Dr. France announced that a communication had been received from the Textile Alliance Inc. advising that the final decree of the Court regarding the distribution of the remainder of the dye proceeds had been rendered and that it provides that the Textile Alliance pay \$27,147.89 to the Pennsylvania Museum of Art on behalf of the Philadelphia Textile School, subject to the condition that expenditures shall be made only on the request of the Director of the Textile School and the Committee on Instruction. He announced that the matter had been given careful consideration by interested parties to meet the legal requirements and suggested the adoption of the following preambles and resolution which had been approved:

Upon motion, duly seconded, the following preambles and resolution was adopted:

WHEREAS the Philadelphia Textile School is an integral part of the Pennsylvania Museum of Art, a corporation conducted for public benefit and not for profit, and

WHEREAS the Textile Alliance Inc. desires to devote to the said Philadelphia Textile School for its own use the sum of \$27,147.89 and

WHEREAS by a supplemental decree of the District Court of the United States for the Southern District of New York in the suit of the United States of America vs Textile Alliance Inc., entered November 9, 1936, the appropriation of said sum \$27,147.89 to be paid by Textile Alliance Inc. to the Pennsylvania Museum of Art, a corporation duly organized and existing under the laws of the State of Pennsylvania, on behalf of the Philadelphia Textile School, which is an integral part of the said corporation, the said sum to be paid subject to such conditions and in such manner as the President of the Textile Alliance Inc., or in his absence the Vice-President, shall determine, such payment to be made upon the condition that the payees furnish said Textile Alliance Inc. satisfactory General Release, was duly approved by the Court, and

WHEREAS the Textile Alliance Inc. has desired the Pennsylvania Museum of Art in its acceptance of the aforesaid sum of behalf of the Philadelphia Textile School to indicate the purpose for which said sum will be used, not therefore be it:

RESOLVED That the Pennsylvania Museum of Art accepts the sum hereinbefore referred to devoted by the Textile Alliance Inc. to the objects of the Philadelphia Textile School, and hereby declares that it will so use the said sum, together with income therefrom if any, as and when requested at any time or from time to time by the Director or other directing head of said Philadelphia Textile School and the Instruction Committee thereof.

On the books of the corporation and in its records the sum shall be styled "Textile Alliance Fund of the Philadelphia Textile School in Memory of Albert Mansfield Patterson".

Upon motion, duly seconded, the thanks of the Committee was extended Dr. France for his sincere and arduous efforts in behalf of the Philadelphia Textile School in connection with the funds received by the School from the Textile Alliance Inc.

In the absence of the Chairman of the Committee on additional school accommodations, no report was filed.

There being no further business, the meeting, on motion, duly seconded, adjourned.


 SECRETARY

MINUTES OF THE MEETING OF THE COMMITTEE ON INSTRUCTION
JANUARY 27, 1937

The stated meeting of the Committee on Instruction was held at the School, Broad and Pine Streets, January 27th, 1937, at four o'clock.

There were present Mr. Stokes, in the chair, Mrs. Logan, Mrs. Rhoads, Mrs. S. Emlen Stokes, Messrs. Coiner, D'Ascenzo, Jenks, Mertz, Willing, the Principal of the School and the Director of the Textile School.

The Secretary announced that at a meeting of the Board of Trustees, held January 6, 1937, the following resolution was adopted:

Resolved to authorize the proper officers of the Corporation to accept decisions of the Committee on Instruction in regard to refunds of tuition and in the matter of expenditures of amounts not included in the budget and not exceeding \$500.

The report of the Treasurer for the months of November and December 1936, were read and ordered to be filed.

U on motion, duly seconded, the following refund and credit was approved:

ART SATURDAY SCHOOL

Eugenie L. Engle

Paid \$10.

Refund \$10

ART EVENING SCHOOL

Robert C. Sullivan

Paid \$32.

Credit \$30. approved to be applied to next year's tuition fee.

The Principal reported that during the last month, students of the School entered two competitions; one for the Wise Shoe Company, for drawings of shoes to be used for advertising purposes in which only students of the school competed and an open competition sponsored by The International League for Peace and Freedom. The Wise Shoe Company was so pleased with the results that they are considering sponsoring another competition for original designs of ladies' shoes. In the second competition, open to professionals as well as students, the poster submitted by a second year student in Laboratory Design was awarded first prize.

In a recent exhibition of National Publishing Houses, Stern and Company submitted, among their entries, the school catalogue for 1936-37 which this company printed. The Principal announced that the catalogue received a certificate from the American Institute of Graphic Arts upon the merits of its design, printing, finishing and adaptability.

The Principal was happy to announce that Mr. Herbert Johnson, the cartoonist for the Saturday Evening Post, gave his etching equipment to the School.

The next School exhibition, which will open February 1st, will consist of the work of The Elementary Schools of England and Austria. The showing will be on view at the time of the Annual Dinner and Meeting of the Philadelphia Art Teachers Association. This exhibition should prove of great interest to a wide circle of persons interested in this type of art education.

In order to keep the equipment of the School up to the present needs, the Principal suggested the purchase of ~~xx~~ additional filing cabinets for slides.

On motion, duly seconded, it was resolved to purchase additional filing cabinets for slides for a sum not exceeding \$190., payment to be made from the John T. Morris Fund Income.

The Principal also recommended the purchase of additional porcelain mills to wet grind glazes at a cost not to exceed \$100. Mrs. Robert R. Logan volunteered to pay the cost of this equipment. The Principal was authorized to secure such grinding mills.

An increase in the wages of the doorman from \$17. to \$18. a week was recommended.

On motion, duly seconded, this recommendation was approved.

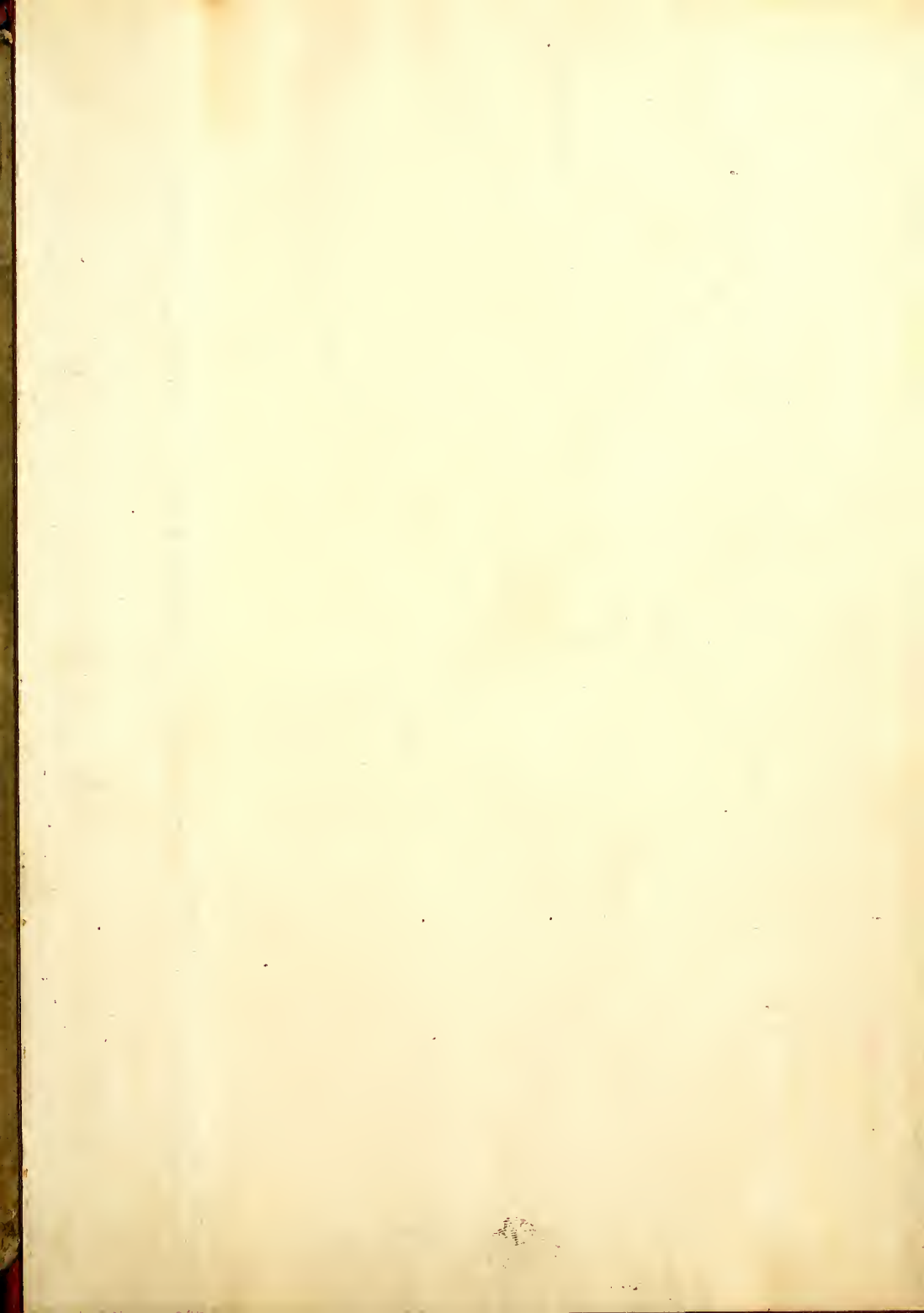
The report of the Textile School was submitted by the Director, Dr. France, who reported in detail the early history of the Textile School and discussed policies and principles upon which the School was founded and is being conducted.

The Chairman announced that the Board of Trustees had approved a Campaign for the Textile School.

Upon motion, duly seconded, the meeting adjourned.



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